



FULTON COUNTY

Vision

People Families Neighborhoods

Mission

*To serve, protect and govern in concert with
local municipalities*

Values

*People Customer Services
Ethics Resource Management
Innovation Equal Opportunity*

**PURCHASING DEPARTMENT
REQUEST FOR PROPOSAL NO. 07RFP92473YC**

FOOD MANAGEMENT SERVICES FOR THE FULTON COUNTY JAIL

RFP DUE TIME AND DATE: 11:00 A.M., Friday, June 1, 2007
PURCHASING CONTACT: Felicia Strong-Whitaker at 404-730-4204
E-MAIL: felicia.strong-whitaker@fultoncountyga.gov

**LOCATION: FULTON COUNTY PURCHASING DEPARTMENT
130 PEACHTREE STREET, S.W., SUITE 1168
ATLANTA, GA 30303**

SECTIONS 1-10

1.0	INTRODUCTION	4
1.1	Purpose	4
1.2	Project Description	4
1.3	Background	4
1.4	Accessing the RFP	5
1.5	Pre-Proposal Conference/Voluntary Walk-Through	5
1.6	Proposal Due Date	5
1.7	Delivery Requirements	5
1.8	Contact Person and Inquiries	6
2.0	INSTRUCTIONS TO VENDORS	7
2.1	Procurement Process	7
2.2	Contract/Definitions	8
2.3	No Contact During Procurement Process	8
2.4	Clarification & Addenda	8
2.5	Term of Contract	9
2.6	Required Submittals	10
2.7	Proposal Evaluation	10
2.8	Disqualification of Vendors	10
2.9	Reserved Rights	10
2.10	Applicable Laws	10
2.11	Minimum Participation Requirements for Prime Contractors	11
2.12	Insurance and Risk Management Provisions	11
2.13	Accuracy of RFP and Related Documents	11
2.14	Responsibility of Vendor	11
2.15	Confidential Information	11
2.16	County Rights and Options	12
2.17	Cost of Proposal Preparation and Selection Process	14
2.18	Termination of Negotiation	14
2.19	Wage Clause	14
2.20	Additional or Supplemental Information	14
2.21	Reporting Responsibilities	14
	Request for Proposal General Requirements	16
3.0	PROPOSAL REQUIREMENTS	21
3.1	Submission Requirements	21
3.1.1	Proposal Submission Date and Submittal Format	21
3.1.2	Number of Copies	22
3.2	Overview of Proposal Requirements	22
3.3	Scope of Work	22
3.4	Technical Proposal Format and Content	36

3.5	Cost Proposal Format and Content	41
4.0	EVALUATION CRITERIA	44
4.1	Proposal Evaluation Criteria	44
5.0	PROPOSAL FORMS	45
5.1	Introduction	46
5.2	Proposal Forms	
5.2.1	Form A - Certification Regarding Debarment	
5.2.2	Form B - Non-Collusion Affidavit of Bidder/ Offeror	
5.2.3	Form C- Certificate of Acceptance of Request for Proposal Requirements	
5.2.4	Form D - Disclosure Form and Questionnaire	
6.0	CONTRACT COMPLIANCE REQUIREMENTS	58
6.1	Non-Discrimination in Contracting and Procurement	
6.2	Required Forms and EBO Plan	
6.2.1	Exhibit A - Promise of Non-Discrimination	
6.2.2	Exhibit B – Employment Report	
6.2.3	Exhibit C – Schedule of Intended Subcontractors	
6.2.4	Exhibit D – Letter of Intent to Perform as a Subcontractor or Provide Materials or Service	
6.2.5	Exhibit E – Declaration Regarding Subcontracting Practices	
6.2.6	Exhibit F – Joint Venture Affidavit	
6.2.7	Exhibit G – Prime Contractor/Subcontractor Utilization Report	
7.0	INSURANCE AND RISK MANAGEMENT PROVISIONS	73
8.0	SAMPLE CONTRACT	
9.0	EXHIBITS	
	Exhibit 1 – Required Submittal Checklist	
	Exhibit 2 – Food Menus	
	Exhibit 3 – Cost Proposal Form	

SECTION 1 INTRODUCTION

1.1 PURPOSE

Fulton County, Georgia ("County") is soliciting proposals from qualified vendors to provide correctional food service for the Fulton County Jail and its satellite facilities. The food shall be heart healthy nutritionally complete meals that comply with the American Correctional Association guidelines ("ACA"). Food Service management includes, but is not limited to the furnishing of all food, food preparation equipment, production equipment, storage equipment, all operational staffing and labor, food service and transport equipment, beverages, procurement of all goods, paper supplies, and chemicals necessary to provide food service for the inmates and staff at the Fulton County Sheriff's Office Jail Facilities.

Proposals provided in response to this RFP that comply with the submittal requirements set forth in Section 4.0, including all forms and certifications, will be evaluated in accordance with the criteria and procedures described in Section 5.0. Based on the results of the evaluation, the County intends to award the contract to provide food service for the Fulton County Jail and its satellite facilities, which includes nutritionally complete heart healthy meals that meet the American Correctional Association guidelines to the most advantageous Vendor based on the cost and the evaluation factors set forth in the RFP.

1.2 DESCRIPTION OF THE PROJECT

Solicitation of proposals from qualified vendors to provide food service for the Fulton County Jail and its satellite facilities, which includes nutritionally complete heart healthy meals that meet the American Correctional Association guidelines.

1.3 BACKGROUND

Inmate Food Services, outlined within the scope of this RFP, shall be provided at the Fulton County Jail, which consists of the Jail, Bellwood Facility, 2F Jail Annex Building, and the Alpharetta Jail, all located in Fulton County, Georgia; and any other satellite facilities identified by the Office of the Sheriff.

- A. The Fulton County Jail Facility Complex (FCJ) house an average daily population in the year 2006 of 2,800 inmates, most of whom are pretrial detainees, and many of whom are maximum security inmates.

B. Bellwood, the 2F Building and the Alpharetta Jail house approximately no more than 370 inmates with minimum or medium security ratings.

C. Locations:

1. Fulton County Jail - Main Building, 901 Rice Street, Atlanta, Georgia, 30318
2. Bellwood Facility, 1101 Jefferson Street, Atlanta, Georgia, 30318
3. 2F Building, 781 Marietta Street, Atlanta, Georgia, 30318
4. Alpharetta Jail, 2565 Old Milton Parkway, Alpharetta, GA, 30004
5. Other facilities as the Sheriff may deem proper and appropriate

1.4 ACCESSING THE RFP

This document and supporting documents can be downloaded at the Fulton County Website, <http://www.fultoncountyga.gov> under "Bid Opportunities".

1.5 PRE-PROPOSAL CONFERENCE/VOLUNTARY WALK-THROUGH

The County will hold a Pre-Proposal Conference on **Wednesday, April 25, 2007, at 10:00 A.M.** at the Fulton County Jail located at 901 Rice Street, Atlanta, Georgia, 30308 (for directions, call 404-853-2127 or 404-853-2471). Attendance at the Pre-Proposal Conference is voluntary for responding to this RFP, however; Proposers are strongly encouraged to attend. The purpose of the Pre-Proposal Conference is to provide information regarding the project and to address any questions or concerns regarding the services sought by the County through this RFP. Immediately following the Pre-Proposal Conference, a walk-through of the kitchen and one floor of the housing unit will be conducted. This will be the only opportunity to view the kitchen and the one floor of the housing unit.

1.6 PROPOSAL DUE DATE

All proposals are due in the Department of Purchasing and Contract Compliance of Fulton County located in the Public Safety Building, Suite 1168, and 130 Peachtree St, S.W., Atlanta Georgia 30303 on or before **Friday, June 1, 2007 at 11:00 A.M.**, legal prevailing time. All submitted proposals will be time and date stamped according to the clock at the front desk of the Fulton County Department of Purchasing and Contract Compliance. Any proposals received after this appointed schedule will be considered late and subject to be returned unopened to the Vendor. The proposal due date can be changed only by

addendum.

1.7 DELIVERY REQUIREMENTS

Any proposal received after the above stipulated due date and time will not be considered and will be rejected and returned. It shall be the sole responsibility of the Vendor to have his/her proposal delivered to the Fulton County Department of Purchasing and Contract Compliance for receipt on or before the above stipulated due date and time. If a proposal is sent by U.S. Mail, the Vendor shall be responsible for its timely delivery to the Department of Purchasing and Contract Compliance.

1.8 CONTACT PERSON AND INQUIRIES

Any questions or suggestions regarding this RFP should be submitted in writing to the Purchasing Department contact person, Felicia Strong-Whitaker, Fulton County Department of Purchasing and Contract Compliance to Felicia.strong-whitaker@fultoncountyga.gov; phone (404) 730-4204. Any response made by the County will be provided in writing to all Vendors by addendum. No verbal responses shall be authoritative.

SECTION 2 INSTRUCTIONS TO VENDORS

2.1 PROCUREMENT PROCESS

The procurement will be on a formally advertised basis. All technical requirements, unless otherwise specified, must be met, or be capable of being met, by the Vendor or their proposal will be disqualified as being non-responsive.

2.2 CONTRACT DEFINITIONS

In addition to any other terms that may be defined in this solicitation, the following terms have the following meaning:

Addendum – Revision to the RFP documents issued by the County prior to the receipt of proposals.

Agreement – refers to the executed contract between the County and Contracting Entity.

County – Fulton County Government and its authorized representatives.

Contact Person – Purchasing staff designated by the Fulton County Department of Purchasing and Contract Compliance to submit any questions and suggestions to.

Offeror – the entity of individual submitting a proposal in response to this RFP.

Owner – Fulton County Government

Proposal – the document submitted by the offeror in response to this RFP.

Vendor – the entity or individual submitting a proposal in response to his RFP.

Scope of Work – All the services specified, indicated, shown, or contemplated by the Contract, and furnishing by the Contractor of all materials, equipment, labor, methods, processes, construction and manufacturing materials and equipment, tools, plants, supplies, power, water, transportation and other things necessary to complete such services in accordance with the Contract.

2.3 NO CONTACT DURING PROCUREMENT PROCESS

It is the policy of Fulton County that the evaluation and award process for County contracts shall be free from both actual and perceived impropriety, and that contacts between potential vendors and County officials, elected officials and staff regarding pending awards of County contracts shall be prohibited.

- A. No person, firm, or business entity, however situated or composed, obtaining a copy of or responding to this solicitation, shall initiate or continue any verbal or written communication regarding this solicitation with any County officer, elected official, employee, or designated County representative, between the date of the issuance of this solicitation and the date of the County Manager's recommendation to the Board of Commissioners for award of the subject contract, except as may otherwise be specifically authorized and permitted by the terms and conditions of this solicitation.
- B. All verbal and written communications initiated by such person, firm, or entity regarding this solicitation, if same are authorized and permitted by the terms and conditions of this solicitation, shall be directed to the Purchasing Agent.
- C. Any violation of this prohibition of the initiation or continuation of verbal or written communications with County officers, elected officials, employees, or designated County representatives shall result in a written finding by the Purchasing Agent that the submitted bid or proposal of the person, firm, or entity in violation is "non-responsive", and same shall not be considered for award.

2.4 CLARIFICATION & ADDENDA

Vendors may submit requests for clarifications or interpretations regarding this RFP and the Contract. Vendors must prepare such requests in writing for the County's consideration as set forth in this section of this RFP. While the County has not placed an initial limitation on the number of requests that can be submitted, Vendors are cautioned that if Vendors do not request meaningful clarifications or interpretations in an organized manner (e.g., limited frequency of requests), the County will set restrictions on the frequency and number of requests permitted. The County will not respond to requests received after **Friday, May 25, 2007 at 5:00 PM**, local prevailing time. Vendors are advised that this section places no obligation on the part of the County to respond to any or all requests for clarification or interpretation, and that the County's failure to respond to any such request will not relieve the Vendor of any obligations or conditions

required by this RFP.

Requests for clarification or interpretation regarding this RFP shall only be submitted in writing (letter, fax or email) to:

Fulton County Department of Purchasing and Contract Compliance

Attn: Felicia Strong-Whitaker

Public Safety Building

130 Peachtree Street S.W. Suite 1168

Atlanta GA 30303

Email: Felicia.strong-whitaker@fultoncountyga.gov

F: 404-893-6273 or P:404-730-4204

RE: 07RFP92473YC - Food Management Services for the Fulton County

Jail

All responses to written requests for clarification, interpretation, or additional information will be distributed as addenda to this RFP to all persons registered with the County to have received a copy of the RFP.

No oral interpretation, instruction, or information concerning this RFP given by any employee or agent of the County shall be binding on the County. Vendors who submit a Proposal in reliance on any such oral information risk having their response to this RFP deemed non-responsive by the County. Only written responses issued by addendum to this RFP should be considered by the Vendors.

During the period provided for the preparation of Proposals, the County may issue addenda to this RFP. These addenda will be numbered consecutively and will be distributed to those who have been issued a copy of this RFP. Additionally, the addenda will be posted on the Fulton County website, www.fultoncountyga.gov. These addenda will be issued by, or on behalf of, the County and will constitute a part of this RFP. Each Vendor is required to acknowledge by submitting an executed acknowledgment form included as Technical Proposal Form 2. This acknowledgment shall include all addenda distributed prior to the Proposal Submission Date. All responses to this RFP shall be prepared with full consideration of the addenda issued prior to the Proposal Submission Date.

2.5 TERM OF CONTRACT

The initial term of the contract shall be for a one (1) year term, with two (2), one (1) year renewal options.

2.6 REQUIRED SUBMITTALS

See **Exhibit 1** for the required Submittal Checklist. This checklist will assist you to ensure that all required submittals are submitted. Failure to submit all required submittals may deem your proposal non-responsive.

2.7 PROPOSAL EVALUATION

All proposals will be evaluated using the criteria specified in Section 4 of this RFP. Selection will include an analysis of proposals by a selection committee composed of two (2) members from the Office of the Sheriff and one (1) Purchasing Staff who will review the proposal submittals in accordance with the submittal requirements and the evaluation criteria set forth in Section 4 of this RFP. The committee may request oral interviews and/or site visits.

2.8 DISQUALIFICATION OF VENDOR

The submission of more than one (1) proposal to the County as the primary Vendor or member of a joint venture for the same work by an individual firm, partnership or corporation under the same or different names may be considered as sufficient for disqualification of a Vendor and the rejection of the proposal.

2.9 RESERVED RIGHTS

The County reserves the right to accept or reject any and/or all proposals, to waive irregularities and technicalities, and to request resubmission. Any sole response that is received may or may not be rejected by the County depending on available competition and timely needs of the County. There is no obligation on the part of the County to award the contract to the lowest Vendor and the County reserves the right to award the contract to the responsible Vendors submitting responsive proposals with resulting agreements most advantageous and in the best interest of the County. The County shall be the sole judge of the proposals and the resulting agreements that are in its best interest and its decision shall be final. In addition, the County reserves the right to make such investigation as it deems necessary to determine the ability of any Vendor to perform the work or service requested. Information the County deems necessary to make this determination shall be provided by the Vendor. Such information may include, but shall not be limited to, current financial statements by an independent CPA; verification of availability of personnel; and past performance records.

2.10 APPLICABLE LAWS

All applicable laws and regulations of the State of Georgia and ordinances and regulations of Fulton County shall apply. Protestors shall seek resolution of their complaints in the manner provided in the Fulton County Code of Laws §2-324 which is incorporated by reference herein.

2.11 MINIMUM PARTICIPATION REQUIREMENTS FOR PRIME CONTRACTORS

Pursuant to Fulton County Code 102-357, Prime Bidders on the project must perform no less than 51% of the scope of work required under the project.

2.12 INSURANCE AND RISK MANAGEMENT PROVISIONS

Insurance and Risk Management provisions and Indemnification and Hold Harmless provisions are outlined in this RFP.

2.13 ACCURACY OF RFP AND RELATED DOCUMENTS

The County assumes no responsibility that the specified technical and background information presented in this RFP, or otherwise distributed or made available during this procurement process, is complete or accurate. Without limiting the generality of the foregoing, the County will not be bound by or be responsible for any explanation or interpretation of the Proposal documents other than those given in writing as an addendum to this RFP.

Should a recipient of this RFP find discrepancies in or omissions from this RFP and related documents, the recipient of this RFP shall immediately notify the Purchasing Contact Person identified in Section 1.10 in writing at the following address: Fulton County Department of Purchasing and Contract Compliance, Public Safety Bldg, 130 Peachtree Street S.E., Suite 1168 Atlanta, GA 30303. A written addendum, if necessary, then will be made available to each recipient of this RFP.

2.14 RESPONSIBILITY OF VENDOR

Each Vendor is encouraged to conduct all necessary investigations and review all available and relevant data and information, which are necessary in its judgment in order to assume this responsibility prior to the submittal of its Proposal. Vendors are reminded of Fulton County's **"No Contact During Procurement"** policy and may only contact the person designated by the RFP.

2.15 CONFIDENTIAL INFORMATION

If any Proposal contains technical, financial, or other confidential information that the Vendor believes is exempt from disclosure, the Vendor must clearly label the specific portions sought to be kept confidential and specify on what the exemption is based. The County, at its sole discretion and subject to applicable law, will determine whether such exemption applies. The County has sole discretion to make such determination regarding the disclosure of information, and by responding to this RFP, Vendors waive any challenge to the County's decisions in this regard. Marking all or substantially all of a Proposal as confidential may result in the Vendor being deemed non-responsive to this RFP.

Notwithstanding the foregoing, Vendors recognize and agree that the County, its staff, and its Consultants will not be responsible or liable in any way for any losses that the Vendor may suffer from the disclosure of information or materials to third parties.

2.16 COUNTY RIGHTS AND OPTIONS

This RFP constitutes an invitation to submit Proposals to the County. Without limitation or penalty, the County reserves and holds at its sole discretion, the following rights and options:

- This RFP does not obligate the County to select, procure or contract for any services whatsoever
- The County reserves the right to change or alter the schedule for any events associated with this procurement and, if required, notify the Vendors. A Vendor, by submitting a Proposal, agrees to be bound by any modifications made by the County
- All costs incurred by a Vendor in connection with responding to this RFP, the evaluation and selection process undertaken in connection with this procurement, and any negotiations with the County will be borne by the Vendor.
- The County reserves the right to reject all Proposals and components thereof to eliminate all Vendors responding to this RFP from further consideration for this procurement, and to notify such Vendors of the County's determination.
- The County may cancel this RFP without the substitution of another RFP and terminate this procurement at any time without any liability whatsoever.

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- The County reserves the right to waive any technicalities or irregularities in the Proposals.
 - The County reserves the right to eliminate any Vendor who submits incomplete or inadequate responses or is not responsive to the requirements of this RFP.
 - The County may request Vendors to send representatives to the County for interviews and presentations.
 - To the extent deemed appropriate by the County, the County may select and enter into discussion and negotiations with the Vendor(s) submitting Proposal(s), which are found to be reasonably susceptible for award.
 - The County reserves the right to discontinue negotiations with any selected Vendor.
 - The County reserves the right, without prior notice, to supplement, amend, or otherwise modify this RFP.
 - All Proposals (other than portions thereof subject to patent or copyright protection) become the property of the County and will not be returned, and the County reserves the right to utilize all such information contained in the Proposals without further cost to the County
 - The County may add to or delete from the Project Scope of Work set forth in this RFP.
 - Any and all Proposals not received by the Proposal Submission Date shall be rejected and returned unopened.
 - Neither the County, its staff, its representatives, nor any of its consultants or attorneys will be liable for any claims or damages resulting from the solicitation, collection, review, or evaluation of responses to this RFP.
 - The County, including its representatives and consultants, reserves the right to visit and examine any of the facilities referenced in any Proposal and to observe and investigate the operations of such facilities.
 - The County reserves the right to conduct investigations of the Vendors and their responses to this RFP and to request additional evidence to support the information included in any such response.

By responding to this RFP, Vendors acknowledge and consent to the rights and conditions set forth in this RFP.

2.17 COST OF PROPOSAL PREPARATION AND SELECTION PROCESS

Each Proposal, including preparation of all information required to be included in a Proposal pursuant to this RFP, shall be prepared at the sole cost and expense (including, but not limited to, engineering and legal costs) of the Vendor. In addition, the Vendor shall be solely responsible for all costs (including engineering and legal costs) incurred by such Vendor in connection with this selection process, including any costs incurred by the Vendor in any subsequent negotiations entered into in connection with developing the Proposal. There shall be no claims whatsoever against the County, its staff, or its consultants for reimbursement for the costs or expenses (including, but not limited to, engineering and legal costs) incurred during the preparation of the Proposal or other information required by this RFP or procurement process or in connection with the selection process or any negotiations.

2.18 TERMINATION OF NEGOTIATIONS

The County at its sole discretion may, at any time, to the extent permitted by Applicable Law, exclude a Vendor from further participation in any negotiation process if the County determines that such Vendor is failing to progress in the negotiations or if the terms of its Proposal are less advantageous than those of other Vendors and such Vendor is deemed to be no longer susceptible of selection. The County will give written notice of its decision to the Vendor, which shall be sent in writing, signed by the County.

2.19 WAGE CLAUSE

Pursuant to 102-391, each Contractor shall agree that in the performance of the Contract he will comply with all lawful agreements, if any, which the Contractor had made with any association, union, or other entity, with respect to wages, salaries, and working conditions, so as not to cause inconvenience, picketing, or work stoppage.

2.20 ADDITIONAL OR SUPPLEMENTAL INFORMATION

After receipt of the submittals, the County will evaluate the responses, including references, financial statements, experience and other data relating to the Respondent's qualifications. If requested by the Fulton County Department of Purchasing and Contract Compliance, Respondents may be required to submit additional or supplemental information to determine whether the Respondent meets all of the qualification requirements.

2.21 REPORTING RESPONSIBILITIES

The successful Vendor will report directly to the Office of the Sheriff, John Gibson-Chief of Staff, or other designated representative of the Office of the Sheriff.

**FULTON COUNTY DEPARTMENT OF PURCHASING & CONTRACT
COMPLIANCE**

REQUEST FOR PROPOSAL (RFP) GENERAL REQUIREMENTS

Food Management for the Fulton County Jail

The following information pertains to the submission of a proposal to Fulton County ("County"), and contains instructions on how proposals must be presented in order to be considered. If specific conditions or instructions in the text of the Request for Proposal ("RFP") conflict with the General Requirements as listed here, those conditions or instructions in the RFP shall prevail.

1. Proposals submitted in response to the attached RFP must be formatted as specified in the RFP. Additional sheets, literature, etc., should be clearly identified.
2. The original and the required number of copies of the proposal must be returned to:

Fulton County Purchasing Agent
Fulton County Department of Purchasing and Contract Compliance
130 Peachtree Street, S.W., Suite 1168
Atlanta, Georgia 30303
3. The envelope in which the proposal is submitted must be sealed and clearly labeled with the RFP project name and number, due date and time, and the name of the company or individual submitting the proposal. Proposals must be received by the opening date and time shown on this RFP in order to be considered. The Purchasing Agent has no obligation to consider proposals which are not in properly marked envelopes. The Technical Proposal, Cost Proposal and Contract Compliance submittals shall be submitted in separate sealed envelopes. The inclusion of any cost information in the Technical Proposal may result in such proposal being rejected by the County.
4. Proposals received after the time and date specified will not be opened or considered.
5. By submitting a signed proposal, Offeror agrees to accept an award made as a result of the submission of the prices and terms contained in that proposal. Prices proposed must be audited by the Offeror to insure correctness before the proposal is submitted. Person signing the proposal is responsible for the accuracy of information in it. The specifications, provisions, and the terms and conditions of the RFP and proposal shall become a valid contract between Fulton County and the Offeror upon notice of award of contract in writing and/or issuance of a purchase order.
6. Any contract awarded as a result of this proposal, shall comply fully with all Local, State, and Federal laws and regulations.

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7. Absolutely no fax proposals or reproduction proposals will be accepted, except that if multiple copies of the proposal are required, photocopies of the original may be submitted as the additional copies, provided that they are clearly marked as such.
 8. Type or neatly print company name, as well as the full legal name and title of the person signing the proposal, in all appropriate places. The Offeror's signature must be executed by a Principal of the company duly authorized to make contracts and bind the company to all terms being proposed.
 9. Proposals may be withdrawn upon receipt of a written request prior to the stated due date and time. If a firm seeks to withdraw a proposal after the due date and time, the firm must present a notarized statement indicating that an error was made, with an explanation of how it occurred. The withdrawal request must be accompanied by documentation supporting the claim. Prior to approving or disapproving the request, an opinion will be obtained from Fulton County's Legal Counsel indicating whether the firm is bound by its proposal.

Proposals for projects that are solicited pursuant to the Georgia Local Government Public Works Construction Law (O.C.G.A. § 36-91-1 et seq.) may be withdrawn as follows:

The County must advise Offerors in the request for proposals of the number of days that Offerors will be required to honor their proposals. If an Offeror is not selected within 60 days of opening the proposals, any Offeror that is determined by the governmental entity to be unlikely of being selected for contract award will be released from the proposal.

10. Show information and prices in the format requested. Prices are to be quoted F.O.B. destination, and must include all costs chargeable to the Offeror in executing the contract, including taxes. Unless otherwise provided in the Contract, Fulton County shall have no liability for any cost not included in the price. The Offeror shall provide Fulton County the benefit through a reduction in price of any decrease in the Offeror's costs by reason of tax exemptions based upon Fulton County's status as a tax-exempt entity.
11. Propose all items specified or indicate under each item what alternative is being proposed and why it should be considered in lieu of the original specification. Failures to indicate any exceptions shall be interpreted as the Offeror's intent to fully comply with the specifications as written. Conditional or qualified proposals (except as specifically allowed in the specifications) are subject to rejection in whole or in part.
12. Fulton County shall be the sole judge of the quality and the applicability of all proposals. Design, features, overall quality, local facilities, terms and other pertinent considerations will be taken into account in determining acceptability.

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13. The successful Offeror must assume full responsibility for delivery of all goods and services proposed and agree to relieve Fulton County of all responsibility and costs for prosecuting claims.
 14. The successful Offeror must assume full responsibility for replacement of all defective or damaged goods and/or performance of contracted services within thirty (30) days notice by the County of such defect, damage or deficiency.
 15. The successful Offeror must assume full responsibility for providing warranty service on all goods, materials, or equipment provided to the County with warranty coverage. Should a vendor be other than the manufacturer, the vendor and not the County is responsible for contacting the manufacturer. The Offeror is solely responsible for arranging for the service to be performed.
 16. The successful Offeror shall be responsible for the proper training and certification of personnel used in the performance of the services proposed.
 17. The successful Offeror shall not assign, transfer, convey, sublet, or otherwise dispose of any contract resulting from the RFP or of any of all of its rights, title or interest therein without prior written consent of the Fulton County Board of Commissioners.
 18. Proposals must contain references which reflect successful completion of contracts for the types of goods, materials, equipment, or services for which the vendor is submitting a proposal to the County. In instances where that does not apply, the proposal must contain a statement and supporting documentation demonstrating such expertise, knowledge, or experience to establish the vendor submitting the proposal as capable of meeting the demands of the proposal should an award be made to them.
 19. Offerors submitting proposals may be required to furnish evidence that they maintain permanent places of business of a type and nature compatible with their proposal, and are in all respects competent and eligible vendors, able to fulfill the terms of the specifications. Fulton County may make such investigations as it deems necessary to determine the ability of the Offeror to perform such work, and reserves the right to reject any proposal if evidence fails to indicate that the proposed vendor is qualified to carry out the obligation of the contract and to complete the work satisfactorily.
 20. By submitting a signed proposal, Offeror certifies that there has been no collusion with any other Offeror. Reasonable grounds for believing Offeror has an interest in more than one proposal will result in rejection of all proposals in which the Offeror has an interest. Any party to collusion may not be considered in future proposals for the same or similar work.
 21. Upon notice of selection, the Offeror submitting the proposal is obligated to perform. Should a successful Offeror refuse to enter into a contract subsequent to an award, a penalty may be assessed and/or the Offeror may be found to be "non-responsible" in the future.

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22. In case of default by the successful Offeror, Fulton County may procure the articles or services from another source and hold the successful Vendor responsible for any resultant excess cost.
 23. Successful Offerors contract directly with the County and are the party or parties obligated to perform. Contracts may not be assigned and any failure to perform the Contract in accordance with the specifications will constitute a breach of contract and may result in an Offeror being found to be “non-responsible” in the future.
 24. Invoice(s) must list each item separately and must show Fulton County’s purchase order number as well as the proper department and address to whom the service or product was provided.
 25. Fulton County reserves the right to accept or reject any or all proposals, or any part thereof, and to waive any technicalities. Fulton County reserves the right to award a contract based on this RFP and the proposal(s) received (in whole or in part) to one or several Vendors.
 26. Awards will not necessarily be based on cost alone. Other factors, as detailed in the RFP, will be considered in determining what proposal will be deemed to best meet the needs of Fulton County.
 27. All proposals and bids submitted to Fulton County are subject to the Georgia “Open Records Act”, Official Code of Georgia, Annotated (O.C.G.A.) § 50-18-70 et seq.
 28. All proposals and bids submitted to Fulton County involving Utility Contracting are subject to the Georgia law governing licensing of Utility Contractors, O.C.G.A. §43-14-8.2(h). The Utility Contractor License number of the person who will perform the utility work shall be written on the face of the bid envelope.
 29. Prior to beginning any work, the successful Offeror shall furnish to Fulton County (for the contracting firm and for any subcontractors) a certificate from an insurance company showing issuance of Workers’ compensation coverage for the State of Georgia or a certificated from the Georgia Workers’ Compensation Board showing proof of ability to pay compensation directly.
 30. It is the policy of Fulton County that the evaluation and award process for County contracts shall be free from both actual and perceived impropriety, and that contacts between potential vendors and County officials, elected officials and staff regarding pending awards of County contracts shall be prohibited.
 - A. No person, firm, or business entity, however situated or composed, obtaining a copy of or responding to this solicitation, shall initiate or continue any verbal or written communication regarding this solicitation with any County officer, elected official, employee, or designated County representative, between the date of the issuance of this solicitation and the date of the County Manager’s recommendation to the Board of

Commissioners for award of the subject contract, except as may otherwise be specifically authorized and permitted by the terms and conditions of this solicitation.

- B. All verbal and written communications initiated by such person, firm, or entity regarding this solicitation, if same are authorized and permitted by the terms and conditions of this solicitation, shall be directed to the Purchasing Agent.
 - C. Any violation of this prohibition of the initiation or continuation of verbal or written communications with County officers, elected officials, employees, or designated County representatives shall result in a written finding by the Purchasing Agent that the submitted bid or proposal of the person, firm, or entity in violation is “non-responsive”, and same shall not be considered for award.
31. Any Offeror intending to respond to this solicitation as a Joint Venture must submit an executed Joint Venture Agreement with this offer. This agreement must designate those persons or entities authorized to execute documents or otherwise bind the Joint Venture in all transactions with Fulton County, or be accompanied by a document, binding upon the Joint Venture and its constituent members, making such designation. Offers from Joint Ventures that do not include these documents will be rejected as being “non-responsive”.
32. Any Offeror intending to respond to this solicitation must complete all of the Procurement Affidavit Forms provided in Section 5. Proposals that do not include these completed documents will be rejected as being “non-responsive”.

SECTION 3 PROPOSAL REQUIREMENTS

3.1 SUBMISSION REQUIREMENTS

3.1.1 Proposal Submission Date and Submittal Format

All Proposals, including all attachments, must be received by the County in a sealed package no later than **Friday, June 1, 2007 at 11:00 A.M.** and must be addressed to:

**REQUEST FOR PROPOSALS RFP #07RFP92473YC
Fulton County Department of Purchasing & Contract Compliance
Public Safety Building
130 Peachtree Street S.E. Suite 1168
Atlanta GA 30303**

The Proposal shall consist of a Technical Proposal, a Cost Proposal and all documents listed on the Required Submittal Checklist (Exhibit 1). The Technical Proposal shall include Vendor information, technical information, business-related information, and any Technical Proposal forms requested. The Cost Proposal shall include the Cost Proposal Forms and any information describing the basis for pricing and must be separately, sealed, marked and packaged.

The required content of the Technical Proposal and Price Proposal is further specified in this section of the RFP. The Proposal must be signed and acknowledged by the Vendor, including certain information to be provided under oath as required under applicable law, in accordance with the instructions herein and the various proposal forms.

THE TECHNICAL PROPOSAL, THE COST PROPOSAL AND CONTRACT COMPLIANCE EXHIBITS SHALL BE SUBMITTED IN SEPARATE, SEALED ENVELOPES OR PACKAGES. THE INCLUSION OF ANY COST INFORMATION IN THE TECHNICAL PROPOSAL MAY RESULT IN SUCH PROPOSAL BEING REJECTED BY THE COUNTY.

Each envelope or package shall be clearly marked as follows:

**REQUEST FOR PROPOSALS RFP 07RFP92473YC
Food Management Services for the Fulton County Jail
[Technical or Cost Proposal]
Vendor's Name and Address**

3.1.2 Number of Copies

Vendors shall submit one (1) original and five (5) copies each of the Technical and Cost Proposals. Vendors shall submit one (1) original and one (1) copy of the Financial Information. Vendors shall submit one (1) original and two (2) copies of the Contract Compliance Exhibits. All Proposals must be complete with all requested information.

3.2 OVERVIEW OF PROPOSAL REQUIREMENTS

Vendors shall submit Proposals in accordance with the content and format requirements set forth in this RFP. Proposals should be clearly organized and structured in a manner that allows materials included in the document to be located easily.

Each of the instructions set forth in this section must be followed for a Proposal to be deemed responsive to this RFP. In all cases, the County reserves the right to determine, at its sole discretion, whether any aspect of the Proposal meets the requirements set forth in this section. The County reserves the right to reject any Proposal, which in its judgment, does not comply with these Proposal submission requirements.

3.3 SCOPE OF WORK

A. FOOD SERVICE REQUIREMENTS

1. The vendor shall submit cost proposals for three meals (3) per day, seven (7) days per week. The requirements include two (2) hot meals and one (1) cold meal per day, based upon the attached four (4) week menus. Meals will be served seven (7) days per week for the staff, inmates and visitors. Trustees shall receive a double portion of meat, and a regular portion of drink, fruit and dessert. There is a maximum of **two hundred and four (204)** trustees served per day.
2. The vendor shall submit its fee proposal that is based upon the four (4) menu cycles attached to this RFP. No proposal will be considered which does not base its pricing upon this menu. In the event that this menu does not meet nutritional requirements, it is the vendor's responsibility to identify deficiencies. Additions to the menu should be identified which will permit it to meet or exceed ACA standards and an alternative pricing schedule submitted which reflects these changes. The vendor must specifically state how its alternative menu differs from the menu attached to the RFP (i.e., portion size, method of preparation, ingredients, etc.). The vendor must identify each such variation. General statements such as "heart healthy" menu, etc., are not acceptable. During the negotiation

phase of this contract award, a vendor may suggest additional modifications to this menu, which are related to nutritional requirements. Such suggestions may be accepted or rejected at the sole discretion of the Sheriff or his designee.

3. There shall be no more than twelve (12) hours between the dinner and breakfast meals. A meal schedule shall be mutually agreed upon between the vendor and Office of the Sheriff Office of the Sheriff.
4. The vendor will be required to make a hot meal available for night shift personnel. In addition, evening meals shall be made available for late arrivals from transport, work release, those returning from court, and for others who cannot be or who are not present for the scheduled meals (average of twenty per day). The evening meal for staff will be put out hot at 9:00 p.m. in such a manner as to insure that the meal will remain hot for a minimum of three (3) hours. The evening meal prepared for the night shift staff will be prepared fresh rather than being warmed over. This requirement requires that a cook be present to prepare the staff's evening meal.
5. Food service shall be required 365 days per year (366 in leap year) three (3) times per day during the hours specified by the Office of the Sheriff.
6. Food and food service shall meet all applicable guidelines as specified in this RFP. It shall be the responsibility of the vendor to receive and maintain required certifications in accordance with the previous sentence on an annual or as required, basis.
7. In compliance with the minimum standards for local jails established by the American Corrections Association (ACA), a Registered Dietician shall approve all meals. All meals served shall be in compliance with minimum dietary guidelines set by the ACA. An annual review will be conducted by a registered dietician with respect to any changes in nutritional standards with suggestions made to the Office of the Sheriff or designated representative as to what meal items need to be changed. Meal changes should be submitted with cost impact to the Office of the Sheriff and shall be addressed during the same time frame as the annual consumer price index adjustment. It will be the option of the Sheriff or his designated representative to accept or reject any adjustment in either cost or menu. All meals/menus shall be changed and approved by a registered dietician every six (6) weeks and then forwarded to the Sheriff or designee for final approval. The vendor must provide a medical dietician on an as required basis. These services shall be provided to the Office of the Sheriff at no additional cost to the County.

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8. The vendor shall ensure that all meals will be served in a manner that makes them nutritious, wholesome, palatable and visibly pleasing. The meals will be served at the appropriate temperature. The Office of the Sheriff or designated representative shall, in his/her sole discretion, determine the vendor's compliance or non-compliance with this provision. If the Office of the Sheriff or designated representative determines the meal does not meet the aforementioned requirements, then the meal shall be provided at no cost to the County. Such discretion shall not be unreasonably exercised. If exercised, the decision shall be reduced to writing and include a detailed description as to why the meal was rejected.
 9. The meals shall be served to the inmates on insulated trays. **Hot foods shall be served to arrive to the inmate at a minimum of 140° and cold foods to arrive to the inmate at a maximum of 45°.** The vendor's compliance or non-compliance with the provision shall be solely determined by the Sheriff or designee.
 10. The vendor shall prepare all meals in compliance with a standard recipe mutually agreed upon by the vendor and the Office of the Sheriff or designee. In the event that an agreement cannot be reached, the current Armed Forces Recipe Cards shall be used as the recipe for the items in question. In the event that these recipes do not cover the menu item, the vendor and the Sheriff or designee will mutually agree upon a recipe. Individual recipes may be substituted with the written consent of the Sheriff or designee only. No food item shall be prepared from scratch unless the Office of the Sheriff or his designated representative has approved it. This requirement is not intended to discourage preparation of meals from scratch, but to ensure a standard method of preparation and consistency.
 11. The vendor shall provide, at no additional cost, meals conforming to medically prescribed diets, liquid nutritional supplements, including snacks when prescribed, and meals conforming to special religious requirements.
 12. Fulton County shall provide 4,000 insulated trays with covers such as the existing Tivoli III stock or equivalent; the vendor shall be responsible for purchasing replacements due to loss or damage resulting from vendor's employee negligence.
 13. The vendor shall provide all or any additional of the following necessary in the performance of the requirements contained within this document, at no cost to Fulton County Office of the Sheriff:
 - a. Tray drying racks, model J70 or equivalent.
 - b. Meal delivery cart with 5.0-gallon beverage container, Tivoli III or

equivalent.

- c. Twelve (12) foot conveyor to accommodate Tivoli III hot trays.
 - d. Three (3) EZ-bagger model 1400
 - e. Five (5) Dayton floor fans 3c674c
 - f. Two (2) Hobart slicers 1712e1612
 - g. Two (2) DBL stacked ovens 9601chO082/85, Garland 9601cjO086/87
 - h. Two (2) Grogen gas kettles AH 160
 - i. One (1) tilt gas skillet, Grogen hfp24
 - j. Three (3) steam tables with five (5) well EP305m
 - k. One (1) steam table four (4) well Seco Matic DME 4 van
 - l. One (1) yogurt machine Saniserv
 - m. Two (2) microwave ovens
 - n. Ten Thousand (10,000) coffee mugs / Jones zylon
 - o. One Thousand (1000) trays / Aladdin
 - p. One (1) Soup pot pc7
 - q. Two Hundred eighty (280) wash racks Rayburn
 - r. Thirty (30) waste well dollies
 - s. One (1) WWD-100
 - t. One (1) hot dog cook/warm American Permanent ware
14. The vendor shall provide, to those inmates at court and/or bind-over, a meal consisting of at minimum of two (2) each sandwiches, fruit, and drink per inmate.
15. All meals must be freshly prepared on-site. It is specifically understood that **NO pre-cooked casseroles or other pre-cooked items shall be used for entrees and no outdated products, frozen fruit or frozen shipped products, egg substitutes, raw meat or fillers such as soybeans will be used by the vendor, with the exception of USDA COMMODITY PROVISIONS.**
16. The vendor shall be expected to use the following food products as required to maintain a high quality meal to the jail's inmates as follows:
- a. Ground beef, cube steak, luncheon meats and some chicken and fish products.
 - b. Frozen concentrate juices, 100% juice content.
 - c. Fresh or frozen potato products.
 - d. Canned vegetables when fresh are not available.
 - e. Fresh or frozen scrambled eggs.
 - f. Frozen desserts such as ice cream, pies, cakes, etc.
17. Vendor **shall not** serve pork in the inmate meals. (There is a substantial percentage of the inmate population with religious prohibitions regarding pork.) However, it can be used in meals served in the Staff Dining Room

at infrequent intervals.

18. The vendor shall include, in the proposal, their policy for serving special “spirit lifters” menus. Proposed menus and holidays shall be identified. All such daily menu meals will be provided at the contract rates. A minimum of five (5) “spirit lifter” daily menus shall be provided annually, including Easter, Thanksgiving, Christmas, New Years and ten (10) others scheduled for staff at the discretion of the Sheriff or designee. The vendor is **not permitted** to bill for the “Spirit Lifter” daily menu as an additional cost. The price for “Spirit Lifter” menu days shall be incorporated into the cost per meal. An example of a “Spirit Lifter” daily menu may be a double breakfast served around 9:00 a.m. and a double portion holiday type of meal served mid-afternoon. A dessert may follow this and beverage served around 9:00 p.m. Meal service times shall be adhered to. The Office of the Sheriff shall designate the portion of the meal and the items to be served in conjunction with the proposal submitted by the vendor in regard to the “spirit lifter” daily menu.
19. The staff meals are to include, in addition to the menu served to the inmates, the following:
- a. One (1) additional hot meat and vegetable.
 - b. A self-service salad bar with a variety of condiments. This will include, but is not limited to, low-fat cottage cheese, tuna/chicken salad, fresh fruits, puddings, pickles, bean sprouts, bean salad, etc.
 - c. A selection of desserts such as pies, layer cakes, puddings, frozen yogurt and frozen confections.
 - d. An assortment of beverages, including soft drinks, whole and skim milk, fruit punch, iced and hot tea and coffee.
 - e. Miscellaneous items such as ketchup, mustard, mayonnaise, salt, pepper, sugar and cream.
20. Vendor shall be required to maintain a minimum food inventory level of five (5) days. Onsite storage will be provided; off-site storage, if required, will be provided at the vendor's expense.
21. Inmates **will not** be allowed to work in the food preparation area, except as a participant in the Jail Inmate Jobs/Culinary Arts Program, and supervised by a food service supervisor. **Otherwise, inmates will only be allowed to work washing pots and pans, performing general cleaning duties, warehousing, and in storage areas.** Vendor must provide its

own civilian staff to operate and maintain the kitchen facility, dishwasher, and the staff dining room.

22. The vendor shall provide industry standard food service uniforms for all employees. Staff uniforms must be approved by the Sheriff or designee prior to their being used and/or issued. The vendor must obtain the Sheriff's or designee's approval before any change of uniform design, colors, issued items, etc.
23. The vendor must provide coats or sweaters available for all food service staff workers as none will be permitted to be brought from outside of the facility by food service workers.
24. Food service staff will not be allowed to bring personal items (handbags, storage bags, boxes, packages, etc.) into the facility as they enter the building. Public lockers are available for such items to be stored during the workday.
25. The vendor shall purchase and provide a **separate invoice at cost** for coffee and supplies used by the Office of the Sheriff's administration staff, and the Office of the Sheriff staff.
26. The vendor agrees to provide catered special event meals, designated by the Sheriff or designee, with a minimum forty-eight (48) hour notice. Special event meals will be added to the weekly meal count and billed as additional meals **at the contract rate**.
27. The vendor is to provide and maintain a meal ticket system for guests. This system must be mutually agreed upon by the Sheriff or designee and the vendor.
28. Vendor shall make allowances for those inmates involved in trials and/or bond hearings and the additional inmates processed after the evening meal. All inmates booked-in after the evening meal has been served must be provided meals, including during the time period from the evening meal until breakfast the following morning.

B. OTHER REQUIREMENTS

1. Vendor shall provide at no additional cost to the Office of the Sheriff all consumable supplies, including but not limited to, paper products, gloves, staff uniforms, styrofoam products, and cleaning supplies, which are required for service operation.
2. Vendor shall be responsible for complete cleaning, housekeeping and

vector control of the food service preparation areas, including staff dining room and storage areas. The vendor will on a continuing basis, maintain standards of sanitation required by state and local regulations. The vendor will place all trash and garbage in trash bins located in the designated area. Vector control shall meet standards found in the U.S. Department of Health and Human Services (DHHS) *Food Service Sanitation Manual*.

3. Employees assigned to duty at the Fulton County Jail shall submit to periodic health examinations at least as frequently and as stringently as required by law. Vendor also agrees to submit, upon request, to the County satisfactory evidence of compliance with all health regulations. It is mandatory that all vendor employees have valid health certificates and be approved by the Sheriff's Office, prior to being allowed to work within the facility.
4. Vendor shall secure and pay all federal / state and local licenses, permits and fees required for the operation of the food services provided hereunder. The vendor shall also be responsible for paying any sales, use and/or personal property taxes on the vendor's equipment which are imposed upon the operation.
5. The vendor shall return to the County at the expiration of this contract the food service premises and equipment, in good condition, except for that which may have been damaged by fire, flood or unavoidable occurrence and except to the extent that said equipment may have been stolen by persons other than employees of the vendor without negligence on the part of the vendor or its employees and providing that all damages and losses are reported to the County upon discovery. A quarterly inventory shall be submitted to the County for all items covered by this paragraph. **The vendor shall pay for all needed repairs and/or replacement, at the sole discretion of the Sheriff.** The County at no charge to the vendor will replace equipment, which in the opinion of the County has exceeded its useful life. The decision as to the suitability of the replacement shall be as determined by the County after consultation with the vendor. If vendor abuses the equipment, said equipment will have to be repaired and/or replaced by the vendor at no cost to the County.
6. The vendor agrees to make the fullest use of the USDA donated commodities when they are made available, and are wholesome and appropriate for menu purposes. The vendor shall not accept any such commodities which are contaminated or in excessive amounts. The utilization and/or control of USDA donated commodities are subject to the following requirements.
 - a. The vendor will properly handle, store and prepare all commodities in

accordance with U.S.D.A. regulations

- b. A weekly inventory shall be taken of all commodities. The reports shall include, for each USDA donated commodity, the commodities on hand at the beginning of the week, the quantity used, the quantity lost due to spoilage, theft or shrinkage and the balance at the end of the week. **The inventory reports will be maintained and stored by the vendor for the duration of the contract, after which time all records and reports will be turned over to the County.** All such records shall be available for auditing by the County at any time during regular working hours.
 - c. All donated commodities used will be credited, at fair market value, to the County. The vendor will not add charges of any kind for the handling, storage and use of commodities.
7. The vendor shall provide the Sheriff's Office a monthly list of all vacant positions for the kitchen, to be comparable to the staffing level indicated in the RFP. For all positions vacant for more than 15 days, the vendor will credit the County for these vacant positions at each position's rate of pay including benefits.
8. The vendor shall keep full and accurate records of sales and meal count records in connection with the food services. A copy of said record shall be supplied to the Sheriff or designee on a weekly basis on the first working day of the subsequent week. In addition, all such records shall be available for auditing by the County at any time during regular working hours.
- a. Facility inspections shall be made by the contract administrator, appointed by the County, or by the Sheriff or designee, when deemed necessary, with or without advance notice to the vendor. The facilities and equipment used in the contract shall not be used to prepare food for agencies or persons other than those designated under the proposal without advance written approval of the Sheriff or his designee.
 - b. Inspections of kitchen facilities by County and state health agencies must achieve satisfactory ratings.
9. The food service and principal company shall have a minimum of three (3) years experience in jail/correctional food service serving a minimum of 2,800 inmates. (Note: jail food service in this context means the food service staff prepared and delivered food to the inmates). Vendors must provide a minimum of three (3) references for which like services were

provided, and where the same program of preparing and delivering food to a minimum of 2,800 inmates has been followed.

10. Vendor shall be responsible for equipment repair and maintenance of County's kitchen equipment, by qualified personnel and in accordance with manufacturer's guidelines, as well as the vendor's own equipment, at the vendor's expense. Vendor shall bear all costs of goods and supplies necessary to provide complete food services; during the period repairs are being made to kitchen equipment. These costs specifically include, but are not limited to, styrofoam trays and ice, in the event of dishwasher or ice machine repairs.
11. The vendor shall be responsible for providing a van or truck for the vendor's use. This vehicle must be provided exclusively for use at the Fulton County Jail and all of its satellite offices.
12. The vendor shall have the ability to carry an accounts receivable balance for a minimum of 60 days.
13. Vendor shall be responsible for removal, at their expense, all waste products, deep fryer grease, etc. All short time storage must be within containers that meet health codes.
14. Vendor shall be responsible for emptying, at their expense, the grease trap at least bi-monthly and/or as needed if sooner. Any and all routine cleaning and maintenance will also be the vendor's responsibility.
15. Vendor shall be responsible for vector (pest) control, at no cost to the Office of the Sheriff.
16. All bills, invoices and general business matters will be mailed to the vendor's corporate address and not to the County Jail or any other County addresses.
17. The Fulton County Office of the Sheriff has an existing Culinary Arts Program for inmate training. The vendor should be prepared to continue the program, using an American Culinary Institute approved training curriculum. Approximately fifty (50) inmate students will be assigned to the program annually. The successful vendor should be prepared to assign staff for instruction.

C. STAFF REQUIREMENTS

1. All employees of the vendor who will work in the Jail Facility must have a

background clearance by the Office of the Sheriff prior to beginning work in the facility. All employees must comply with the Sheriff's policies and procedures relating to facility operations and security.

2. The on-site Food Service Director shall have a minimum of five (5) years experience in jail food service operations of similar size and nature as the Fulton County Jail. The Food Service Director will work on-site a minimum of forty (40) hours per week. The Food Service Director will not function as a relief shift supervisor or as a cook in this facility. The Food Service Director will have experience in a facility with a minimum of twenty (20) full time staff, and housing a minimum of two thousand, eight hundred (2,800) inmates. The vendor shall submit a resume of the proposed Food Service Director in accordance with Section 3.4 (3) of this RFP. The Food Service Director proposed by the vendor shall, if the vendor is awarded a contract, be assigned to the Fulton County Jail for at least one (1) year from contract date, unless an alternate experienced manager acceptable to the Sheriff or designee is approved. A resume of the Food Service Director and one (1) assistant shall be provided in accordance with Section 3.4 (3) of this RFP. **Fulton County considers the positions of the Food Service Director and the Assistant Food Service Director to be key to the successful performance of this contract by the successful vendor. Accordingly, the County must review and evaluate the background, skills and experience of the persons proposed for these positions. Therefore, each resume requested and supplied must be clearly identified with the position for which it is submitted. Failure to provide the information requested in the manner prescribed will result in rejection of the proposal.**
3. The vendor shall assign a minimum of five (5) Food Service Managers and one (1) Assistant Food Service Director to oversee and supervise all aspects of the food service operation. Each shift shall have a minimum of one (1) Food Service Manager on-site (the Assistant Food Service Director may serve as relief for a Food Service Manager). Supervision shall be by a Food Service Manager from the opening to the closing of service. The Food Service Managers will work on-site for a minimum of forty (40) hours per week. The Food Service Managers will have experience in food production and human resource issues in a jail facility housing a **minimum of 2,000** inmates. The Food Service Managers will oversee compliance with special diets, and handling the responses to inmate grievances. The vendor will submit resumes for the proposed Food Service Managers in accordance with Section 3.4 (3) of this RFP. The Food Service Managers proposed by the vendor shall, if the vendor is awarded a contract, be assigned to the Fulton County Jail for at least one (1) year from contract date, unless an alternate experienced manager acceptable to the Sheriff or designee is approved. Actual staffing shall be

in compliance with the staffing level proposed by the successful vendor.

4. The vendor shall provide, as a normal staff requirement, one (1) full time registered dietician for consultation on an as required basis. The registered dietician shall have a minimum of five (5) years experience in jail food service operations of similar size and nature as the Fulton County Jail. The dietician will be responsible for ensuring that menus meet all necessary recommended allowances and are in compliance with the standards established by the American Correctional Association (“ACA”). The dietician will also work closely with the medical department to ensure the proper diets for those inmates on medical diets. The vendor will submit a resume of the proposed registered dietician in accordance with Section 3.4 (3) of this RFP. Each resume must be clearly identified with the position for which it is submitted. The dietician proposed by the vendor shall, if the vendor is awarded a contract, be assigned to the Fulton County Jail for at least one (1) year from contract date, unless an alternate experienced dietician acceptable to the Sheriff or designee is approved.
5. The vendor shall supply, with the proposal, a staffing chart with the positions clearly labeled and the corresponding salaries, labor rates and the hours/shifts assigned including a brief rationale. This plan will specially identify the number of positions, shifts, duties, and qualifications of the personnel who will be employed in each job classification. The staffing proposal will become part of the final contract and the vendor will be required to maintain that level of staffing. For any position that remains vacant for longer than fifteen (15) days, the vendor will provide on the monthly invoice credit to the County for that position on a daily basis.
6. The vendor shall supply with the proposal proof that the management who will be assigned to work on this contract have been trained in working with inmate labor.
7. The vendor shall supply with the proposal documentation of the benefits program for management and hourly employees paid for by the vendor.

D. OPERATIONAL REQUIREMENTS

1. A copy of the American Correctional Association (ACA) standards, the American Public Health Association (APHA) standards and the U.S. Department of Health and Human Services (DHHS) Food Service Sanitation Manual will be kept onsite and the vendor shall have all staff familiarized with the requirements and implementation. All proposals must address the following in as much detail as possible:
 - a. Procedures for interaction with the meal delivery staff.

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- b. Procedures for receiving and reporting accurate meal counts that are consistent with Jail Staff accounting and meal count verification procedures.
 - c. Quality and inventory control methods and standards.
 - d. Procedures for providing safe, sanitary and secure food service management.
 - e. Specifications that will be adhered to for all food products.
 - f. The grade and quality of food products, which will be used in the food service operation.
 - g. Operational procedures (emergency alternatives) for handling food service should on-site kitchen facilities be rendered unusable through fire, etc.
 - h. Vendor is to maintain control and a log-in system of all utensils i.e. (knives, forks spoons, etc.). This system must comply with American Correctional Association (ACA) guidelines, recommendations and jail standards.
 - i. Procedures for the interface with maintenance staff and the repair of kitchen appliances and equipment.
- 2. Vendor will provide on-going, in-service training for its food service employees and inmates workers assigned to the kitchen. Training Reports, and related documentation, will be forwarded to the Sheriff at the end of each Quarter. The vendor will also be required to maintain these records according to ACA requirements and they must be available for inspection upon request.
 - 3. The Staff Dining Room shall be open during the following hours:
 - a. **1:00 A.M. - 3:00 A.M., Breakfast**
 - b. **11:30 A.M. - 2:00 P.M., Lunch**
 - c. **6:00 P.M. - 8:30 P.M. Dinner**

Times may vary slightly during contract period in accordance with requirements. The vendor will furnish staff to clean, maintain and operate the dining room.

- 4. Procedures for dealing with inmate requests, grievances and complaints,

as well as staff complaints.

5. Any additional equipment necessary for efficient food service operation.
6. Vendor shall submit an invoice to the County each Monday. Invoices shall be mailed/delivered to:

**John Gibson, Chief of Staff
Fulton County Jail
901 Rice Street
Atlanta, GA 30318**

The invoice must provide the number of meals served, broken out for each meal, by each day of the invoice week, in the following categories:

- ❖ Breakfast Meals (per floor and per zone)
 - ❖ Lunch Meals (per floor and per zone)
 - ❖ Dinner Meals
 - ❖ (per floor and per zone)
- a. Hot On Site
 - b. Cold (transit, late dinner & court appearance “box lunches”)
 - c. Total Inmate Meals/Day
 - d. Trustee Additional Meals/Day
 - e. Total Staff Meals/Day
 - f. Visitor Meals/Day, Tickets required (See VI.A.25.)
 - g. Inmate Medical Meals (and required snacks as prescribed)
 - h. Religious Special Meals (when directed by Jail Admin.)
 - i. Special Event Meals
 - j. USDA Commodities/Credit

Invoices must also include a listing of all contract required positions, and the names of the vendor’s employees filling those positions. This listing shall specifically highlight any vacant positions. All invoices submitted shall be signed by the vendor’s Food Service Director, as being correct and complete.

7. Together with each weekly invoice submitted, the vendor shall provide a graphic presentation of all information specified in item 7 above, beginning with the contract start date. Charts and graphs so submitted shall attempt to provide useful management information and trends concerning the Jail’s food service operation. The Sheriff’s decision will be final as to the adequacy and sufficiency of information and charts so presented.

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8. In addition to Section 3.3 (B) (10), the vendor will, at their own expense, pay for repairs or replacement costs of items (as stated in this RFP) if it is determined, by the County, that damages were due to abuse and/or negligence on the vendor's part.

E. COUNTY REQUIREMENTS

1. The Sheriff's Office and/or the County shall be responsible for providing the following:
 - a. The accurate and timely count of the number of meals to be served to the inmates. This information shall be provided within two (2) hours of the meal to be served.
 - b. Adequate ingress and egress to all production areas.
 - c. Adequate heat, lights, ventilation and all other utilities. The County shall provide local business telephone service to the vendor at no charge. Other requirements must be provided by the Vendor, at the cost and location designated by the County.
 - d. The removal of trash and garbage from the trash bins located in the designated area.
 - e. General maintenance to the building structure including, but not limited to, the maintenance of gas, water, sewer, ventilation, lighting, air conditioning, refrigeration, duct work, floor coverings, wall and ceiling surfaces. Vendor will, at their own expense, pay for repairs or replacement costs of items, if it is determined by the County that damages were due to abuse and/or negligence on the vendors' part.
 - f. Adequate preparation, storage and holding equipment including maintenance for same, however, some storage may be off-site, at the vendor's expense.
 - g. Security, control and limitation of inmate movement from, to and in the food service area, including physical security of employees, suppliers and authorized visitors.

F. ADDITIONAL MENU REQUIREMENTS

1. In addition to the standards cited, the following requirements should be met:
 - a. All beef products will be equivalent in quality to USDA Institutional Meat Purchase Specifications.

-
- b. All chicken and turkey products will be USDA Grade A quality.
 - c. Ground beef must meet U.S.D.A. standards.
 - d. Bacon shall be made from a meat source other than pork.
 - e. All meat portion sizes are cooked weight, volume or count.
 - f. All fruit and vegetable portion sizes will be drained weight.
 - g. Vegetable or peanut oil only is to be used as cooking oil.
 - h. All milk served will be a minimum of 2% and packaged in 1/2-pint cartons. Expired date milk **WILL NOT** be served.
 - i. Sandwiches, served other than in a hot dog or hamburger bun, will be prepared with two (2) each slices of white and/or wheat sandwich bread.
 - j. All condiments must be in pre-packaged individual serving packets.
 - k. All ice cream served must be in individual serving packages.
 - l. All menus (**see Exhibit 2**) should have a minimum serving of fresh fruit and 100% juice three (3) times per week. All fresh fruits will be served sliced in thirds or quarters so as to discourage inmate hoarding.
 - m. All menu items will be prepared according to the specifications of the Armed Forces Recipes.
 - n. Menus must provide a minimum of two thousand seven hundred (2,700) calories daily per inmate. Meals must meet heart healthy low fat guidelines of 30% fat and 20 grams fiber.
 - o. Any substitutions to the monthly menus (*see section 3.4*) shall be submitted to the Sheriff or designee for prior approval before serving. Vendor should list the substitute items that would be provided in the event the stated menu item cannot be provided.
 - p. Portion abbreviations/designations used in the menu are as follows:
 - 1. ounce = oz
 - 2. each = ea
 - 3. slice = sl
 - 4. cup = c

5. teaspoon = tsp

3.4 TECHNICAL PROPOSAL FORMAT AND CONTENT

The Technical Proposal shall include the appropriate and requested information in sufficient detail to demonstrate a vendor's ability to perform the services requested in this proposal. The Technical Proposal shall be arranged and include content as described below:

Section 1 - Executive Summary

The executive summary shall include a brief statement of approach to the work, understanding of the project's goals and objectives and demonstrated understanding of the project's potential problems and concerns. At minimum, the Executive Summary should also include the following information: (Note to exceed 3 pages)

- Name and location of prime Proposal's firm.
- Description of legal structure of Team (corporation, LLC, joint venture, sub-consultant/subcontractor, supplier, etc.)
- The Vendor team's ability and commitment to provide all the necessary resources to successfully complete the project.

Section 2 – Project Approach

The Vendor must provide a clear and detailed description of the proposed approach to accomplish the County's objectives. The County will consider the comprehensiveness of the approach, understanding of the project, strategy and methodology to be used.

The Vendor shall also prepare detailed plans that outlines the methods and means to be used to implement the scope of services as outlined in Section 3.3. The plan must define the necessary processes and procedures, which if fully implemented, would accomplish the County's objective. The plans provided shall include the following:

- 1) Contingency Plans
- 2) Sanitation Plans
- 3) Quality Control Plan
- 4) Food Service Operation Plan
- 5) Transition Plan
- 6) Proposed Staffing Plan and Schedule

Section 3 – Project Team Qualifications/ Qualifications of Key Personnel

1. Provide resumes for each of the key personnel proposed for this project with specific emphasis on the Food Service Director (1), Assistant Food Service Director (1), Food Service Managers (5), and a Full-Time Dietician (1).
2. All proposed key personnel must have at least a minimum of three (3) years

-
- work experience in correctional food service serving a minimum of two thousand (2,000) inmates. (Note: Jail Food service in this context means the food service staff delivered food to the inmates.)
3. The Food Service Director (on-site) and Full-Time Dietician (on-site) must have a minimum of five (5) years experience in correctional food service serving a minimum of 2,800 inmates. (Note: Jail Food service in this context means the food service staff delivered food to the inmates.)
 4. All resumes required must be submitted with the technical proposal due on March 12, 2007 no later than 11:00 a.m.
 5. Each resume should clearly identify the proposed key personnel name and position and should be limited to no more than three (3) pages per person and be organized according to the following:
 - Name and Title
 - Professional Background
 - Current and Past Relevant Experience
 - Relevant Training
 - Courses completed during past five (5) years
 - Copies of accreditation (ACA, APHA and DHHS)
 - Previous Work Experience related to correctional food service in the State of Georgia
 - Include two (2) references for each key personnel member on similar projects.
 - Include the role and responsibilities that each key personnel member will perform on this project.

Section 4 – Relevant Project Experience

In accordance with the minimum qualifications in Section 3.3 (B) (9), identify three (3) projects where the Vendor has provided food services in a correctional setting with entities comparable to Fulton County Jail within the past three (3) years. Such entities which have jail/prison facilities with 2800 inmates or more. Limit your response to one (1) page per project; please provide the following information for each project:

- The name of the facility, years performed and the facility location.
- A description of the services provided and fees paid to Vendor.
- A reference, including a contact name, addresses and phone number. This reference should be the facility staff member who was in charge of the project for the city or county.
- For each reference provided, identify your firm's role (i.e., prime, subcontractor/subconsultant, joint venture partner, supplier, etc.,)
- If your firm was not the prime contractor provide a detailed description of your firm's roles and responsibilities.

Section 5 – Vendor Financial Information

Offerors will be evaluated on the strength of their Financial Statements. Annual reports include Financial Statements from recent years, which will also be reviewed. The review will focus upon the Offeror's Statement of Income, Balance Sheet and Cash Flow Statements. **The vendor shall have the ability to carry an accounts receivable balance for a minimum of 60 days.**

The following documentation and statements are required. Failure to provide the required submittals shall result in your firm receiving a "Fail" for the "Financial Responsibility" criteria of the Proposal Evaluation Criteria provided in Section 4.

Financial Statement/Capability

In order for the County to evaluate, verify and understand the Offeror's financial capability, the following documentation is requested for the Offeror:

- (1) Provide annual reports and financial statement for the last three (3) years, including income statements, balance sheets, and any changes in financial position.
- (2) The latest quarterly financial report and a description of any material changes in financial position since the last annual report.
- (3) Offeror's most recent Dun & Bradstreet and/or Value Line Reports.
- (4) Documentation and discussion of the financial condition and capability of the Offeror (s).
- (5) State whether the Offeror or any member of the Offeror's team has ever filed a petition for bankruptcy, taken any actions with respect to insolvency, reorganization, receivership, moratorium, or assignment of benefits of creditors, or otherwise sought relief from creditors. If yes, please provide an explanation of the circumstances.

Section 6 - Availability of Key Personnel

- 1) Current assignment of key personnel as identified in response to Section 3.4 (3) (1)

Section 7 - Confidential and Proprietary Information

This section of the Proposal shall present technical, financial, other confidential information, and proprietary information that the Vendor claims are exempt, if any, from public disclosure.

Section 8- Location of Firm

Local Preference is given to businesses that have a business location within the geographic boundaries of Fulton County. In order to receive the Local

Preference points of ten (10) points the Proposer must provide one (1) of the following supporting documentation to the Department of Purchasing & Contract Compliance:

1. Copy of occupational tax certificate (business license);
2. Copy of a lease or rental agreement;
3. Proof of ownership interest in a location within the geographical boundaries of Fulton County.

The term business location means a physical structure, office or suite but does not include a post office box or a temporary job or project site location. If submitting as a Joint Venture or Partnership, provide a copy of the Joint Venture or Partnership agreement including the business address of all members.

Failure to provide the required supporting documentation with your proposal submittal shall result in your firm receiving a “0” (zero) for Local Preference.

3.5 COST PROPOSAL - (MUST BE PROVIDED IN A SEPARATE, SEALED ENVELOPE)

Prices quoted shall be based on the per meal and total number of meals served. Inmate population has averaged approximately 2,800. All vendors must use the following data for proposal estimates:

Historical data and projections of estimated requirements:

Breakfast Meals	2,800
Lunch Meals	
a. Cold on site	2,600
b. Cold (transit & court appearance "box" lunches)	200
Dinner Meals	<u>2,800</u>
Approximate Total Inmate Meals/Day	8,400
Trustee Additional Meals/Day	204
Approximate Total Staff and Visitor Meals/Day	<u>400</u>
Approximate Total Meals per Day	9,004

Special Considerations:

Inmate Medical Meals, Liquid supplements (e.g., ensure, resource) and required snacks as prescribed, (approximately 400 inmates per day)

Religious Special Meals (rarely required)

Holiday Meals

Staff Meals

Coffee

Special Event Meals

Vendors should factor into their Cost Proposals General and Administrative (G&A) costs, and all other costs associated with the execution of this contract. No other separately billed costs, expenses and/or charges will be permitted.

COST PROPOSAL FORM

Section 3.5.1

Section 1 - Introduction

The Vendor shall include an introduction that outlines the contents of the Cost Proposal.

Section 2 - Completed Cost Proposal Forms

The Vendor is required to complete the Cost Proposal Form attached as Exhibit 3.

Cost Proposal A - will determine the meal per day cost and will be the methodology by which the vendor will invoice the County and how the County will pay the vendor.

Cost Proposal B - The annual rate computed in the manner specified in Exhibit 3, will be the basis for evaluation of the cost proposal by the Vendor Selection Committee.

EXHIBIT 3
COST PROPOSAL A

ITEM NUMBER	NUMBER (RANGE)	PRICE PER MEAL PER DAY
1.	< 8,000	
2.	8,001 – 10,000	
3.	10,001 – 12,000	
4.	12,001 - 14,000	
5.	14,001 >	

COST PROPOSAL B

Annual Cost based on 9,004 meals per day X 365 days	\$ _____

SECTION 4 EVALUATION CRITERIA

4.1 PROPOSAL EVALUATION – SELECTION CRITERIA

The food service provider proposals will be evaluated by a Fulton County Evaluation Committee; this committee will consist of representatives from the Office of the Sheriff, Purchasing Department, and the Office of Contract Compliance. The following criteria will be used to evaluate the Vendor's submittal in response to this RFP.

A. TECHNICAL

Evaluation Criteria	Weight
Project Approach	15%
Staff Experience & Qualifications	25%
Experience and Past Performance of the Firm	15%
Local Preference	10%
Financial Responsibility	5%
Availability of Key Personnel	5%
TOTAL POINTS	75%

B. COST

Consideration	Weight
Fee Proposal	25%
TOTAL POINTS	25%

SECTION 5 PROPOSAL FORMS

5.1 INTRODUCTION

To be deemed responsive to this RFP, Vendors must provide the information requested and complete in detail all Proposal Forms. The appropriate individual(s) authorized to commit the Vendor to the Project must sign the Proposal Forms. Vendors should reproduce each Proposal Form, as required, and complete the appropriate portions of the forms provided in this section.

Proposal Forms

- Form A: Certification Regarding Debarment
- Form B: Non-Collusion Affidavit of Bidder/Offeror
- Form C: Certificate of Acceptance of RFP Requirements
- Form D: Disclosure Form and Questionnaire

5.2 PROPOSAL FORMS DESCRIPTION

The following paragraphs present an overview of each Proposal Form required.

5.2.1 Certification Regarding Debarment

Vendor shall complete and submit Form A, which certifies that neither it nor its subcontractors are presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency.

5.2.2 Non-Collusion Affidavit of Bidder/Offeror

The Proposal shall include a copy of Proposal Form B, executed by an authorized officer of the corporation. Proposals developed by a joint venture shall be similarly executed by all joint venture participants.

5.2.3 Certificate of Acceptance of Request for Proposal Requirements

Vendor shall complete and submit Form C, which certifies that Vendor has read the solicitation including all addenda, exhibits, attachments and appendices.

5.2.3 Disclosure Form and Questionnaire

Vendor shall complete and submit Form D, which requests disclosure of business and litigation.

FORM A: CERTIFICATION REGARDING DEBARMENT

- (1) The Offeror certifies that neither it or its subcontractors is presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency. Any such exclusion may cause prohibition of your firm from participating in any procurement by the Fulton County Government.
- (2) If the Offeror is unable to certify to any of the statements in this certification, such Offeror or subcontractor shall attach an explanation to this bid or proposal.

INSTRUCTIONS FOR CERTIFICATION

By signing and submitting this certification, the Offeror is providing the certification set out below:

- (1) The certification in this clause is a material representation of fact upon which reliance will be placed. If it is later determined that the prospective vendor knowingly rendered a false certification, the Purchasing Agent may pursue all available remedies, including suspension and/or debarment, for withdrawal of award or termination of a contract.
- (2) The prospective Offeror shall provide immediate written notice to the Purchasing Agent if at anytime the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (3) Offeror shall be under a continuing duty to immediately inform the Purchasing Agent in writing of any changes, if as a result of such changes, the Offeror certification regarding debarment is affected.

DEBARMENT ORDINANCE

The following Section 2-322 of Fulton County Code of Laws establishes the procedure for the debarment of contractors.

(a) *Authority to suspend.*

After reasonable notice to the entity involved and reasonable opportunity for that entity to be heard, the Purchasing Agent, after consultation with user department, the County Manager and the County Attorney shall have the authority to suspend an entity for cause from consideration for award of county contracts. As used in this section, the term entity means any business entity, individual, firm, contractor, subcontractor or business corporation, partnership, limited liability corporation, firm, contractor, subcontractor or business structured; provided, further, that any such entity shall also be subject to suspension under this section if any of its constituents, members, subcontractors at any tier of such entity's and the entity, or any constituent or member, knew or should have known of the commission of the act. The suspension shall be for a period not to exceed three (3) years unless cause is based on a felony conviction for an offense related or

associated with fraudulent contracting or misappropriation of funds wherein the suspension shall not exceed seven (7) years.

(b) *Causes for Suspension.* The causes for suspension include:

- 1) Conviction for commission of a criminal offense as an incident to obtain or attempting to obtain a public or private contract or subcontract, or in performance of such contract or subcontract;
- 2) Conviction of state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property or other offense indicating a lack of business integrity or business honesty which currently, seriously and directly affects responsibility as a county contractor.
- 3) Conviction of state or federal anti-trust statutes arising out of the solicitation and submission of bids and proposals;
- 4) Violation of contract provisions, as set forth below, of a character which is regarded by the Purchasing Agent to be so serious as to justify suspension action:
 - a. Failure to perform in accordance with the specifications within a time limit provided in a county contract;
 - b. A recent record of failure to perform or unsatisfactory performance in accordance with the terms of one or more contracts; provided, that failure to perform or unsatisfactory performance caused by acts beyond the control of the contractor shall not be considered to be a basis for suspension;
 - c. Material representation of the composition of the ownership or workforce or business entity certified to the county as a minority business enterprise; or
 - d. Falsification of any documents.
- i. For violation of the ethical standards set forth in Fulton County Code Chapter 9, Code of Ethics.
- ii. Knowing misrepresentation to the county, of the use which a majority owned contractor intends to make a minority business enterprise (a business entity at least 51 percent of which is owned and controlled by minority persons, as defined in Fulton County Code Chapter 6, Article B, Minority Business Enterprise Affirmative Action Program and certified as such by the County) as a subcontractor or a joint venture partner, in performing work under contract with the County.

Failure to fully and truthfully provide the information required, may result in the disqualification of your bid/proposal from consideration or termination of the Contract, once awarded. This document must be completed and included as a

part of the bid/proposal package along with other required documents.

[SIGNATURES ON NEXT PAGE]

Under penalty of perjury, I declare that I have examined this certification and all attachments hereto, if applicable, to the best of my knowledge and belief, and all statements contained hereto are true, correct, and complete.

On this _____ day of _____, 2007

(Legal Name of Proponent) (Date)

(Signature of Authorized Representative) (Date)

(Title)

STATE OF GEORGIA

COUNTY OF FULTON

FORM B: NON-COLLUSION AFFIDAVIT OF BIDDER/OFFEROR

I, _____ certify that pursuant to Fulton County Code Section 2-320 (11), this bid or proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a bid for the same work, labor or service to be done or the supplies, materials or equipment to be furnished and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences and civil damages awards. I agree to abide by all conditions of this bid or proposal and certify that I am authorized to sign this bid or proposal for the bidder.

Affiant further states that pursuant to O.C.G.A. Section 36-91-21 (d) and (e), _____ has not, by itself or with others, directly or indirectly, prevented or attempted to prevent competition in such bidding or proposals by any means whatsoever. Affiant further states that (s)he has not prevented or endeavored to prevent anyone from making a bid or offer on the project by any means whatever, nor has Affiant caused or induced another to withdraw a bid or offer for the work.

Affiant further states that the said offer of _____ is bona fide, and that no one has gone to any supplier and attempted to get such person or company to furnish the materials to the bidder only, or if furnished to any other bidder, that the material shall be at a higher price.

(COMPANY NAME)

(PRESIDENT/VICE PRESIDENT)

Sworn to and subscribed before me this _____ day of _____, 200__.

(SECRETARY/ASSISTANT SECRETARY)

(Affix corporate seal here, if a corporation)

Notary Public: _____

County: _____

Commission Expires: _____

NOTE:

IF THE OFFEROR IS A PARTNERSHIP, ALL OF THE PARTNERS AND ANY OFFICER, AGENT, OR OTHER PERSON WHO MAY HAVE REPRESENTED OR ACTED FOR THEM IN BIDDING FOR OR PROCURING THE CONTRACT SHALL ALSO MAKE THIS OATH.

IF THE OFFEROR IS A CORPORATION, ALL OFFICERS, AGENTS, OR OTHER PERSONS WHO MAY HAVE ACTED FOR OR REPRESENTED THE CORPORATION IN BIDDING FOR OR PROCURING THE CONTRACT SHALL MAKE THE OATH.

FORM C: CERTIFICATE OF ACCEPTANCE OF REQUEST
FOR PROPOSAL REQUIREMENTS

This is to certify that on this day, offeror acknowledges that he/she has read this solicitation document, pages #_____ to #_____ inclusive, including any addenda # _____ to # _____ exhibit(s) # _____ to # _____, attachment(s) # _____ to # _____, and/or appendices # _____ to # _____, in its entirety, and agrees that no pages or parts of the document have been omitted, that he/she understands, accepts and agrees to fully comply with the requirements therein, and that the undersigned is authorized by the offeror to submit the proposal herein and to legally obligate the offeror thereto.

Company: _____

Signature: _____

Name: _____

Title: _____ Date: _____

(Affix Corporate Seal)

FORM D: OFFEROR'S DISCLOSURE FORM AND QUESTIONNAIRE

1. Please provide the names and business addresses of each of the Offeror's firm's officers and directors.

For the purposes of this form, the term "Offeror" means an entity that responds to a solicitation for a County contract by either submitting a proposal in response to a Request for Proposal or a Request for Qualification or a Bid in response to an Invitation to Bid.

Describe accurately, fully and completely, their respective relationships with said Offeror, including their ownership interests and their anticipated role in the management and operations of said Offeror.

2. Please describe the general development of said Offeror's business during the past five (5) years, or such shorter period of time that said Offeror has been in business.
3. Please state whether any employee, agent or representative of said Offeror who is or will be directly involved in the subject project has or had within the last five (5) years: (i) directly or indirectly had a business relationship with Fulton County; (ii) directly or indirectly received revenues from Fulton County; or (iii) directly or indirectly receives revenues from the result of conducting business on Fulton County property or pursuant to any contract with Fulton County. Please describe in detail any such relationship.

LITIGATION DISCLOSURE:

Failure to fully and truthfully disclose the information required, may result in the disqualification of your bid or proposal from consideration or termination of the Contract, once awarded.

1. Please state whether any of the following events have occurred in the last five (5) years with respect to said Offeror. If any answer is yes, explain fully the following:
 - (a) whether a petition under the federal bankruptcy laws or state insolvency laws was filed by or against said Offeror, or a receiver fiscal agent or similar officer was appointed by a court for the business or property of said Offeror;
 - (b) whether Offeror was subject of any order, judgment, or decree not subsequently reversed, suspended or vacated by any court of competent jurisdiction, permanently enjoining said Offeror from engaging in any type of business practice, or otherwise eliminating any type of business practice; and

-
- (c) whether said Offeror's business was the subject of any civil or criminal proceeding in which there was a final adjudication adverse to said Offeror, which directly arose from activities conducted by the business unit or corporate division of said Offeror which submitted a bid or proposal for the subject project. If so please explain.
2. Have you or any member of your firm or team to be assigned to this engagement ever been indicted or convicted of a criminal offense within the last five (5) years?
- Circle One: YES NO
3. Have you or any member of your firm or team been terminated (for cause or otherwise) from any work being performed for Fulton County or any other Federal, State or Local Government?
- Circle One: YES NO
4. Have you or any member of your firm or team been involved in any claim or litigation adverse to Fulton County or any other federal, state or local government, or private entity during the last three (3) years?
- Circle One: YES NO
5. Has any offeror, member of offeror's team, or officer of any of them (with respect to any matter involving the business practices or activities of his or her employer), been notified within the five (5) years preceding the date of this offer that any of them are the target of a criminal investigation, grand jury investigation, or civil enforcement proceeding?
- Circle One: YES NO

If you have answered "YES" to any of the above questions, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation, the name of the court and the file or reference number of the case, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your proposal.

NOTE: If any response to any question set forth in this questionnaire has been disclosed in any other document, a response may be made by attaching a copy of such disclosure. (For example, said Offeror's most recent filings with the Securities and Exchange Commission ("SEC") may be provided if they are responsive to certain items within the

questionnaire.) However, for purposes of clarity, Offeror should correlate its responses with the exhibits by identifying the exhibit and its relevant text.

Disclosures must specifically address, completely respond and comply with all information requested and fully answer all questions requested by Fulton County. Such disclosure must be submitted at the time of the bid or proposal submission and included as a part of the bid/proposal submitted for this project. Disclosure is required for Offerors, joint venture partners and first-tier subcontractors.

Failure to provide required disclosure, submit officially signed and notarized documents or respond to any and all information requested/required by Fulton County can result in the bid/proposal declared as non-responsive. This document must be completed and included as a part of the bid/proposal package along with other required documents.

[SIGNATURES ON NEXT PAGE]

Under penalty of perjury, I declare that I have examined this questionnaire and all attachments hereto, if applicable, to the best of my knowledge and belief, and all statements contained hereto are true, correct, and complete.

On this _____ day of _____, 2007

(Legal Name of Proponent) (Date)

(Signature of Authorized Representative) (Date)

(Title)

Sworn to and subscribed before me,

this _____ day of _____, 2007

(Notary Public) (Seal)

Commission Expires _____
(Date)

SECTION 6 CONTRACT COMPLIANCE REQUIREMENTS

6.1 NON-DISCRIMINATION IN CONTRACTING AND PROCUREMENTS

It is the policy of Fulton County Government that discrimination against businesses by reason of the race, color, gender or national origin of the ownership of any such business is prohibited. Furthermore, it is the policy of the Board of Commissioners ("Board") that Fulton County and all vendors and contractors doing business with Fulton County shall provide to all businesses the opportunity to participate in contracting and procurement paid, in whole or in part, with monetary appropriations of the Board. Similarly, it is the policy of the Board that the contracting and procurement practices of Fulton County should not implicate Fulton County as either an active or passive participant in the discriminatory practices engaged in by private contractors or vendors seeking to obtain contracts with Fulton County.

Equal Business Opportunity Plan (EBO Plan): In addition to the proposal submission requirements, each vendor must submit an Equal Business Opportunity Plan (EBO Plan) with their bid/proposal. The EBO Plan is designed to enhance the utilization of a particular racial, gender or ethnic group by a bidder/proposer, contractor, or vendor or by Fulton County. The respondent must outline a plan of action to encourage and achieve diversity and equality in the available procurement and contracting opportunities with *this solicitation*.

The Plan must identify and include:

1. Potential opportunities within the scope of work of *this solicitation* that will allow for participation of racial, gender or ethnic groups. (Ex: subcontracting, joint venturing, etc.)
2. Efforts that will be made by the bidder/proposer to encourage and solicit minority and female business utilization in *this solicitation*. (Ex: media solicitation directed to M/FBEs, contacting Fulton County certified M/FBEs listed in the M/FBE Directory, etc.)

Fulton County encourages joint ventures, teaming, partnering and mentor-protégé relationships with minority and female businesses in an effort to achieve contracting and procurement diversity.

Prompt Payment: The prime contractor must certify in writing and must document on the Exhibit G Form (Prime Contractor/Subcontractor Utilization Report) that all subcontractors, sub-consultants and suppliers have been promptly paid for work and materials, (less any retainage by the prime contractor prior to receipt of any further progress payments). In the event the prime contractor is unable to pay subcontractors, sub-consultants or suppliers until it has received a progress payment from Fulton County, the prime contractor shall pay all subcontractors, sub-consultants or suppliers

funds due from said progress payment within forty-eight (48) hours of receipt of payment from Fulton County. In no event shall a subcontractor, sub-consultant or supplier be paid later than fifteen (15) days as provided for by state law.

6.2 REQUIRED FORMS AND EBO PLAN

In order to be compliant with the intent and provisions of the Fulton County Non-Discrimination in Purchasing and Contracting Ordinance (99-0960), bidders/proposers **must** submit the following completed documents. Failure to provide this information **shall** result in the proposal being deemed non-responsive.

- Exhibit A – Promise of Non-Discrimination
- Exhibit B – Employment Report
- Exhibit C – Schedule of Intended Subcontractor Utilization
- Exhibit D – Letter of Intent to Perform as a Subcontractor or Provide Materials or Services
- Exhibit E – Declaration Regarding Subcontractors Practices
- Exhibit F – Joint Venture Disclosure Affidavit
- Equal Business Opportunity Plan (EBO Plan). This document is not a form rather a statement created by the bidder/proposer on its company letter head addressing the EBO Plan requirements.

The following document must be completed as instructed if awarded the project:

- Exhibit G – Prime Contractor's Subcontractor Utilization Report

All Contract Compliance documents (Exhibits A – F and EBO Plan) are to be placed in a **separate sealed envelope** clearly marked "Contract Compliance". The EBO Plan must be submitted on company letterhead. These documents are considered part of and should be submitted with the Technical Proposal.

EXHIBIT A – PROMISE OF NON-DISCRIMINATION

"Know all persons by these presents, that I/We (_____),
Name

Title Firm Name
Hereinafter "Company", in consideration of the privilege to bid on or obtain contracts funded, in whole or in part, by Fulton County, hereby consent, covenant and agree as follows:

- 1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin or gender in connection with any bid submitted to Fulton County for the performance of any resulting there from,
- 2) That it is and shall be the policy of this Company to provide equal opportunity to all businesses seeking to contract or otherwise interested in contracting with this Company without regard to the race, color, gender or national origin of the ownership of this business,
- 3) That the promises of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption,
- 4) That the promise of non-discrimination as made and set forth herein shall be made a part of, and incorporated by reference into, any contract or portion thereof which this Company may hereafter obtain,
- 5) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the Board to declare the contract in default and to exercise any and all applicable rights and remedies, including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation due and owing on a contract; and
- 6) That the bidder shall provide such information as may be required by the Director of Contract Compliance pursuant to Section 4.4 of the Fulton County Non-Discrimination in Purchasing and Contracting Ordinance.

SIGNATURE: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

EXHIBIT B – EMPLOYMENT REPORT

The demographic employment make-up for the bidder/proposer must be identified and submitted with this bid/proposal. In addition, if subcontractors will be utilized by the bidder/proposer to complete this project, then the demographic employment make-up of the subcontractor(s) must be identified and submitted with this bid.

EMPLOYEES

CATEGORY	NATIVE AMERICAN		AFRICAN AMERICAN		ASIAN AMERICAN		HISPANIC AMERICAN		CAUCASIAN AMERICAN		OTHER	
	M	F	M	F	M	F	M	F	M	F	M	F
Male/Female												
Mgmt/Official												
Professional												
Supervisors												
Office/ Clerical												
Craftsmen												
Laborers												
Other (specify)												
TOTALS												

FIRM'S NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

This completed form is for (Check one) _____ Bidder/Proposer _____
Subcontractor

Submitted by: _____ Date Completed: _____

EXHIBIT C - SCHEDULE OF INTENDED SUBCONTRACTOR UTILIZATION

If the bidder/proposer intends to subcontract any portion of this scope of work/service(s), this form **must be** completed and **submitted with the bid/proposal**. All prime bidders/proposers **must** include Letter(s) of Intent (Exhibit D) in the bid document for all subcontractors who will be utilized under the scope of work/services.

Prime Bidder/Proposer: _____

ITB/RFP Number: _____

Project Name or Description of Work/Service(s): _____

1. My firm, as Prime Bidder/Proposer on this scope of work/service(s) is _____ is not _____ a minority or female owned and controlled business enterprise. (Please indicate below the portion of work, including, percentage of bid/proposal amount that your firm will carry out directly):

2. If the Prime Bidder/Proposer is a Joint Venture, please complete Exhibit F: Joint Venture Disclosure Affidavit and attach a copy of the executed Joint Venture Agreement.

3. Sub-Contractors (including suppliers) to be utilized in the performance of this scope of work/service(s), if awarded, are:

SUBCONTRACTOR NAME: _____

ADDRESS: _____

PHONE: _____

CONTACT PERSON: _____

ETHNIC GROUP*: _____ COUNTY CERTIFIED** _____

WORK TO BE PERFORMED: _____

DOLLAR VALUE OF WORK: \$ _____ PERCENTAGE VALUE: _____ %

***Ethnic Groups: African American (AABE); Asian American (ABE); Hispanic American (HBE); Native American (NABE); White Female American (WFBF); **If yes, please attach copy of recent certification.**

SUBCONTRACTOR NAME: _____
ADDRESS: _____
PHONE: _____
CONTACT PERSON: _____
ETHNIC GROUP*: _____ COUNTY CERTIFIED** _____
WORK TO BE PERFORMED: _____
DOLLAR VALUE OF WORK: \$ _____ PERCENTAGE VALUE: _____ %

SUBCONTRACTOR NAME: _____
ADDRESS: _____
PHONE: _____
CONTACT PERSON: _____
ETHNIC GROUP*: _____ COUNTY CERTIFIED** _____
WORK TO BE PERFORMED: _____
DOLLAR VALUE OF WORK: \$ _____ PERCENTAGE VALUE: _____ %

SUBCONTRACTOR NAME: _____
ADDRESS: _____
PHONE: _____
CONTACT PERSON: _____
ETHNIC GROUP*: _____ COUNTY CERTIFIED** _____
WORK TO BE PERFORMED: _____
DOLLAR VALUE OF WORK: \$ _____ PERCENTAGE VALUE: _____ %

SUBCONTRACTOR NAME: _____
ADDRESS: _____
PHONE: _____
CONTACT PERSON: _____
ETHNIC GROUP*: _____ COUNTY CERTIFIED** _____
WORK TO BE PERFORMED: _____
DOLLAR VALUE OF WORK: \$ _____ PERCENTAGE VALUE: _____ %

***Ethnic Groups: African American (AABE); Asian American (ABE); Hispanic American (HBE); Native American (NABE); White Female American (WFBE); **If yes, please attach copy of recent certification.**

Total Dollar Value of Subcontractor Agreements: (\$)

Total Percentage Value: (%)

CERTIFICATION: The undersigned certifies that he/she has read, understands and agrees to be bound by the Bid/Proposer provisions, including the accompanying Exhibits and other terms and conditions regarding sub-contractor utilization. The undersigned further certifies that he/she is legally authorized by the Bidder/Proposer to make the statement and representation in this Exhibit and that said statements and representations are true and correct to the best of his/her knowledge and belief. The undersigned understands and agrees that if any of the statements and representations are made by the Bidder/Proposer knowing them to be false, or if there is a failure of the intentions, objectives and commitments set forth herein without prior approval of the County, then in any such event the Contractor's acts or failure to act, as the case may be, shall constitute a material breach of the contract, entitling the County to terminate the Contract for default. The right to so terminate shall be in addition to, and in lieu of, any other rights and remedies the County may have for other defaults under the contract.

Signature:_____ **Title:**_____

Firm or Corporate Name:_____

Address:_____

Telephone: () _____

Fax Number: () _____

Email Address:_____

EXHIBIT D

LETTER OF INTENT TO PERFORM AS A SUBCONTRACTOR OR PROVIDE MATERIALS OR SERVICES

This form **must** be completed by **ALL** known subcontractor and submitted with the bid/proposal. The Prime Contractor **must** submit Letters of Intent for **ALL** known subcontractors at time of bid submission.

To: _____
(Name of Prime Contractor Firm)

From: _____
(Name of Subcontractor Firm)

ITB/RFP Number: _____

Project Name: _____

The undersigned is prepared to perform the following described work or provide materials or services in connection with the above project (specify in detail particular work items, materials, or services to be performed or provided):

Description of Work	Project Commence Date	Project Completion Date	Estimated Dollar Amount

(Prime Bidder)

(Subcontractor)

Signature _____

Signature _____

Title _____

Title _____

Date _____

Date _____

EXHIBIT E - DECLARATION REGARDING SUBCONTRACTING PRACTICES

If the bidder/proposer **does not intend to subcontract** any portion of the scope of work services(s), this form **must be** completed and submitted with the bid/proposal.

_____ hereby declares that it is my/our intent to
(Bidder)

perform 100% of the work required for _____
(ITB/RFP Number)

(Description of Work)

In making this declaration, the bidder/proposer states the following:

1. That the bidder/proposer does not customarily subcontract elements of this type project, and normally performs and has the capability to perform and will perform **all elements** of the work on this project with his/her own current work forces;
2. If it should become necessary to subcontract some portion of the work at a later date, the bidder/proposer will comply with all requirements of the County's Non-Discrimination Ordinance in providing equal opportunities to all firms to subcontract the work. The determination to subcontract some portion of the work at a later date shall be made in good faith and the County reserves the right to require additional information to substantiate a decision made by the bidder/proposer to subcontract work following the award of the contract. Nothing contained in this provision shall be employed to circumvent the spirit and intent of the County's Non-Discrimination Ordinances;
3. The bidder will provide, upon request, information sufficient for the County to verify Item Number one.

AUTHORIZED COMPANY REPRESENTATIVE

Name: _____ Title: _____ Date: _____

Signature: _____

Firm: _____

Address: _____

Phone Number: _____

Fax Number: _____

Email Address: _____

EXHIBIT F - JOINT VENTURE DISCLOSURE AFFIDAVIT

ITB/RFP No. _____

Project Name _____

This form must be completed and submitted with the bid/proposal if a joint venture approach is to be undertaken.

In order to evaluate the extent of small, minority and female business involvement being proposed by a Bidder/Proposer, certain relevant information must be provided prior to contract award. The information requested below is to clearly identify and explain the extent of small business participation in the proposed joint venture. All items must be properly addressed before the business entity can be evaluated.

1. Firms:

1) Name of Business: _____

Street Address: _____

Telephone No.: _____

Nature of Business: _____

2) Name of Business: _____

Street Address: _____

Telephone No.: _____

Nature of Business: _____

3) Name of Business: _____

Street Address: _____

Telephone No.: _____

Nature of Business: _____

NAME OF JOINT VENTURE (If applicable): _____

ADDRESS: _____

PRINCIPAL OFFICE: _____

OFFICE PHONE: _____

Note: Attach additional sheets as required

1. Describe the capital contributions by each joint venturer and accounting thereof.
2. Describe the financial controls of the joint venture, e.g., will a separate cost center be established? Which venturer will be responsible for keeping the books? How will the expense therefore be reimbursed? What is the authority of each joint venture to commit or obligate the order?
3. Describe any ownership, options for ownership, or loans between the joint ventures. Identify terms thereof.
4. Describe the estimated contract cash flow for each joint venturer.
5. To what extent and by whom will the on-site work be supervised?
6. To what extent and by whom will the administrative office be supervised?
7. Which joint venturer will be responsible for material purchases including the estimated cost thereof? How will the purchase be financed?
8. Which joint venturer will provide equipment? What is the estimated cost thereof? How will the equipment be financed?
9. Describe the experience and business qualifications of each joint venturer.
10. Submit a copy of all joint venture agreements and evidence of authority to do business in the State of Georgia as well as locally, to include all necessary business licenses.
11. Percent of Minority/Female Business Enterprises ownership by each joint venture in terms of profit and loss sharing: _____

12. The authority of each joint venturer to commit or obligate the other: _____

13. Number of personnel to be involved in project, their crafts and positions and whether they are employees of the Minority/Female Business Enterprises enterprise, the majority firm or the joint venture: _____

14. Identification of control and participation in venture; list those individuals who are responsible for day-to-day management and policy decision-maker, including, but not limited to, those with prime responsibility for areas designated below; (use additional sheets if necessary)

<u>Name</u>	<u>Race</u>	<u>Sex</u>	<u>Financial Decisions</u>	<u>Supervision Field Operation</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

In connection with any work that these firms, as a joint venture, might be authorized to perform in connection with above captioned contract, we each do hereby authorize representatives of the Fulton County Department of Contract Compliance, Departments of Purchasing and Contract Compliance, and Finance, under the direction of the County Manager's Office, to examine, from time to time, the books, records and files to the extent that such relate to this County project.

WE DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THE FOREGOING DOCUMENT ARE TRUE AND CORRECT, AND THAT WE ARE AUTHORIZED, ON BEHALF OF THE ABOVE FIRMS, TO MAKE THIS AFFIDAVIT AND GRANT THE ABOVE PRIVILEGE.

FOR _____
(Company)

Date: _____
(Signature of Affiant)

(Printed Name)

(Company)

Date: _____
(Signature of Affiant)

(Printed Name)

State of _____:

County of _____:

On this ____ day of _____, 20____, before me, appeared _____, the undersigned officer, personally appeared _____, known to me to be the person described in the foregoing Affidavit and acknowledges that he (she) executed the same in the capacity therein stated and for the purpose therein contained.

EXHIBIT – G PRIME CONTRACTOR/SUB-CONTRACTOR UTILIZATION REPORT

This report **must** be submitted by the **tenth day** of each month, along with a copy of your monthly invoice (schedule of values/payment application) to Contract Compliance. Failure to comply **shall** result in the County commencing proceedings to impose sanctions to the prime contractor, in addition to pursuing any other available legal remedy. Sanctions may include the suspending of any payment or part thereof, termination or cancellation of the contract, and the denial of participation in any future contracts awarded by Fulton County.

REPORTING PERIOD		PROJECT NAME:	
FROM:		PROJECT NUMBER:	
TO:		PROJECT LOCATION:	

PRIME CONTRACTOR		Contract Award Date	Contract Award Amount	Change Order Amount	Contract Period	% Complete to Date
Name:						
Address:						
Telephone #:						

AMOUNT OF REQUISITION THIS PERIOD: \$ _____
TOTAL AMOUNT REQUISITION TO DATE: \$ _____

SUBCONTRACTOR UTILIZATION (add additional rows as necessary)

Name of Sub-Contractor	Description of Work	Contract Amount	Amount Paid To Date	Amount Requisition This Period	Contract Period	
					Starting Date	Ending Date
TOTALS						

Executed By: _____

(Signature)

Nortary: _____

(Printed Name)

Date: _____

My Commission Expires: _____

Should you have questions regarding any of the documents contained in Section 6, please feel free to contact the Office of Contract Compliance at (404) 763-6300, for further assistance.

SECTION 7
INSURANCE AND RISK MANAGEMENT PROVISIONS

Insurance and Risk Management Provisions

It is Fulton County Government's practice to obtain Certificates of Insurance from our Contractors and Vendors. Insurance must be written by a licensed agent in a company licensed to write insurance in the State of Georgia. Respondents shall submit with the bid/proposal evidence of insurability satisfactory to Fulton County Government as to form and content. Either of the following forms of evidence is acceptable:

- A letter from an insurance carrier stating that upon your firm/company being the successful Bidder/Respondent that a Certificate of Insurance shall be issued in compliance with the Insurance and Risk Management Provisions outlined below.
- A Certificate of Insurance complying with the Insurance and Risk Management Provisions outlined below (Request for Bid/Proposal number and Project Description must appear on the Certificate of Insurance).

Upon award, the Contractor/Vendor must maintain at their expense, insurance with policy limits equal to or greater than the limits described below. Any and all Insurance Coverage(s) and Bonds required under the terms and conditions of the contract shall be maintained during the entire length of the contract, including any extensions or renewals thereto, and until all work has been completed to the satisfaction of Fulton County Government.

Accordingly the Respondent shall provide a certificate evidencing the following:

1. WORKERS COMPENSATION/EMPLOYER'S LIABILITY INSURANCE – STATUTORY (In compliance with the Georgia Workers Compensation Acts and any other State or Federal Acts or Provisions in which jurisdiction may be granted)

Employer's Liability Insurance	BY ACCIDENT - EACH ACCIDENT	\$500,000
Employer's Liability Insurance	BY DISEASE - POLICY LIMIT	\$500,000
(Aggregate)	BY DISEASE - EACH EMPLOYEE	\$500,000

2. COMMERCIAL GENERAL LIABILITY INSURANCE (Including contractual Liability Insurance)

Bodily Injury and Property Damage Liability	Each Occurrence	-	\$1,000,000
(Other than Products/Completed Operations)	General Aggregate	-	\$2,000,000
Products\Completed Operation	Aggregate Limit	-	\$1,000,000
Personal and Advertising Injury	Limits	-	\$1,000,000
Fire Damage	Limits	-	\$ 100,000

3. BUSINESS AUTOMOBILE LIABILITY INSURANCE
Combined Single Limits Each Occurrence - \$1,000,000
(Including operation of non-owned, owned, and hired automobiles).

4. ELECTRONIC DATA PROCESSING LIABILITY
(Required if computer contractor) Limits - \$1,000,000

5. UMBRELLA LIABILITY
(In excess of above noted coverage's) Each Occurrence - \$2,000,000

6. PROFESSIONAL LIABILITY Each Occurrence - \$1,000,000
(Required if respondent providing bid/quotation for professional services).

7. **FIDELITY BOND**

(Employee Dishonesty)

Each Occurrence

-

\$ 100,000

8. **BUILDERS RISK:** *If the bid/quotation involves construction-related services the respondent will provide* "All-risk" form of builder's risk insurance providing coverage against loss or damage by fire or other peril on an "all-risk" form, including demolition and increased cost of construction, debris removal and the full replacement cost of the Project foundations and containing an agreed amount endorsement, and, until Final Completion and Acceptance of the Project. Such policy of insurance shall contain at least the following sub-limits of insurance and deductibles:

Sub-limits:

Property in Transit	\$1,000,000
Property in Offsite Storage	\$1,000,000
Plans & Blueprints	\$25,000
Debris Removal	25% of Insured Physical Loss
Delay in Completion / Soft Cost	TBD

Deductibles:

Flood and Earthquake	\$25,000
Water Damage other than Flood	\$100,000
All other Perils	\$10,000

Owner and Contractor waive all rights against each other and any of their subcontractors, sub-subcontractors, agents and employees, each of the other, for damages caused by fire or other causes of loss to the extent covered by property insurance obtained pursuant to this Section, or other property insurance applicable to the Work, accept such rights as they have to the proceeds of such insurance.

Certificates shall state that the policy or policies shall not expire, be cancelled or altered without at least thirty (30) days prior written notice to Fulton County Government. Policies and Certificates of Insurance are to list Fulton County Government as an Additional Insured (except for Workers' Compensation) and shall conform to all terms and conditions (including coverage of the indemnification and hold harmless agreement) contained in the Insurance and Risk Management Provisions.

If Fulton County Government shall so request, the Respondent, Contractor or Vendor will furnish the County for its inspection and approval such policies of insurance with all endorsements, or confirmed specimens thereof certified by the insurance company to be true and correct copies.

Such certificates and notices shall be sent to:

Fulton County Government – Department of Purchasing and Contract Compliance
130 Peachtree Street, S.W.
Suite 1168
Atlanta, Georgia 30303-3459

It is understood that **Insurance in no way limits the Liability of the Contractor/Vendor.**

USE OF PREMISES

Contractor shall confine its apparatus, the storage of materials and the operations of its workers to limits/requirements indicated by law, ordinance, permits and any restrictions of Fulton County Government and shall not unreasonably encumber the premises with its materials.

PROTECTION OF PROPERTY

Contractor will adequately protect its own work from damage, will protect Fulton County Government's property from damage or loss and will take all necessary precautions during the progress of the work to protect all persons and the property of others from damage or loss.

Contractor shall take all necessary precautions for the safety of employees of the work and shall comply with all applicable provisions of the Federal, State and local safety laws and building codes to prevent accidents or injury to persons on, about, or adjacent to the premises where work is being performed.

Contractor shall erect and properly maintain at all times as required by the conditions and progress of the work, all necessary safeguards for the protection of its employees, Fulton County Government employees and the public and shall post all applicable signage and other warning devices to protect against potential hazards for the work being performed.

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

Contractor/Vendor hereby agrees to release, indemnify, defend and hold harmless Fulton County, its Commissioners, officers, employees, subcontractors, successors, assigns and agents, from and against any and all losses (including death), claims, damages, liabilities, costs and expenses (including but not limited to all actions, proceedings, or investigations in respect thereof and any costs of judgments, settlements, court costs, attorney's fees or expenses, regardless of the outcome of any such action, proceeding, or investigation), caused by, relating to, based upon or arising out of any act or omission by Contractor/Vendor, its directors, officers, employees, subcontractors, successors, assigns or agents, or otherwise in connection (directly or indirectly) with its acceptance, or the performance, or nonperformance, of its obligations under these agreements. Such obligations shall not be construed to negate, abridge or otherwise reduce any other rights or obligations of indemnity which would otherwise exist as to any party or person as set forth in this paragraph.

Contractor/Vendor's obligation to protect, defend, indemnify and hold harmless, as set forth hereinabove, shall also include, but is not limited to, any matter arising out of any actual or alleged infringement of any patent, trademark, copyright, or service mark, or other actual or alleged unfair competition disparagement of product or service, or other tort or any type whatsoever, or any actual or alleged violation of trade regulations.

Contractor/Vendor further agrees to protect, defend, indemnify and hold harmless Fulton County, its Commissioners, officers, employees, subcontractors, successors, assigns and agents from and against any and all claims or liability for compensation under the Worker's Compensation Act, Disability Benefits Act, or any other employee benefits act arising out of injuries sustained by any employees of Contractor/Vendor. These indemnities shall not be limited by reason of the listing of any insurance coverage.

If the bid/quotation involves construction services Contractor/Vendor will be responsible fully for any and all damage to the work during the course of construction, until the point of Final acceptance by Fulton County.

FULTON COUNTY ACKNOWLEDGES THAT ALL PROVISIONS OF THIS INDEMNITY AGREEMENT MAY NOT BE APPLICABLE TO THE CONTRACTOR/VENDOR'S BUSINESS. TO THE EXTENT THAT CONTRACTOR/VENDOR MAY DEMONSTRATE SUCH NONAPPLICABILITY, FULTON COUNTY MAY NEGOTIATE AMENDMENTS TO THIS AGREEMENT AS THE CIRCUMSTANCES DICTATE.

CONTRACTOR/VENDOR ACKNOWLEDGES HAVING READ, UNDERSTANDING, AND AGREEING TO COMPLY WITH THIS INDEMNIFICATION AND HOLD HARMLESS AGREEMENT, AND THE

REPRESENTATIVE OF THE CONTRACTOR/VENDOR IDENTIFIED BELOW IS AUTHORIZED TO SIGN CONTRACTS ON BEHALF OF THE RESPONDING CONTRACTOR/VENDOR.

COMPANY: _____ SIGNATURE: _____

NAME: _____ TITLE: _____ DATE: _____

PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS [insert name contractor] (hereinafter called the "Principal") and [insert name of surety] (hereinafter called the "Surety"), are held and firmly bound unto **FULTON COUNTY**, a political subdivision of the State of Georgia (hereinafter called the "Owner") and their successors and assigns, the penal sum of [100% of contract amount], lawful money of the United States of America, for the payment of which the principal and the Surety bind themselves, their administrators, executors, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has entered, or is about to enter, into a certain written contract (Contract) with the Owner, dated _____, which is incorporated herein by reference in its entirety, for the [name of project], more particularly described in the Contract (herein called the "Project"); and

NOW, THEREFORE, the conditions of this obligation are as follows, that if the Principal shall fully and completely perform all the undertakings, covenants, terms, conditions, warranties, and guarantees contained in the Contract, including all modifications, amendments, changes, deletions, additions, and alterations thereto that may hereafter be made, then this obligation shall be void; otherwise it shall remain in full force and effect.

Whenever the Principal shall be, and declared by the Owner to be, in default under the Construction-Type Contract, the Surety shall promptly remedy the default as follows:

1. Complete the Contract in accordance with its terms and conditions; or, at the sole option of the Owner,
 2. Obtain a bid or bids for completing the Contract in accordance with its terms and conditions, and upon determination by the Surety and the Owner of the lowest responsible bidder, arrange for a contract between such bidder and Owner and make available as the work progresses (even though there should be a default or succession of defaults under the Contract or contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the balance of the contract price; but not exceeding, including other costs and damages for which the Surety may be liable hereunder, the penal sum set forth in the first paragraph hereof, as may be adjusted, and the Surety shall make available and pay to the Owner the funds required by this Paragraph prior to the payment of the Owner of the balance of the contract price, or any portion thereof. The term "balance of the contract price," as used in this paragraph, shall mean the total amount payable by the Owner to the Contractor under the Contract, and any amendments thereto, less the amount paid by the Owner to the Contractor; or, at the sole option of the Owner,
 3. Allow Owner to complete the work and reimburse the Owner for all reasonable costs incurred in completing the work.
-

In addition to performing as required in the above paragraphs, the Surety shall indemnify and hold harmless the Owner from any and all losses, liability and damages, claims, judgments, liens, costs and fees of every description, including reasonable attorney's fees, litigation costs and expert witness fees, which the Owner may incur, sustain or suffer by reason of the failure or default on the part of the Principal in the performance of any or all of the terms, provisions, and requirements of the Contract, including any and all amendments and modifications thereto, or incurred by the Owner in making good any such failure of performance on the part of the Principal.

The Surety shall commence performance of its obligations and undertakings under this Bond promptly and without delay, after written notice from the Owner to the Surety.

The Surety hereby waives notice of any and all modifications, omissions, additions, changes, alterations, extensions of time, changes in payment terms, and any other amendments in or about the Contract, and agrees that the obligations undertaken by this Bond shall not be impaired in any manner by reason of any such modifications, omissions, additions, changes, alterations, extensions of time, change in payment terms, and amendments.

The Surety hereby agrees that this Bond shall be deemed amended automatically and immediately, without formal or separate amendments hereto, upon any amendment to the Contract, so as to bind the Principal and the Surety to the full and faithful performance of the Contract as so amended or modified, and so as to increase the penal sum to the adjusted Contract Price of the Contract.

No right of action shall accrue on this Bond to or for the use of any person, entity or corporation other than the Owner and any other obligee named herein, or their executors, administrators, successors or assigns.

This Bond is intended to comply with O.C.G.A. Section 36-91-1 et seq., and shall be interpreted so; as to comply with; the minimum requirements thereof. However, in the event the express language of this Bond extends protection to; the Owner beyond that contemplated by O.C.G.A. Section 36-91-1 et seq. and O.C.G.A. Section 13-10-1, as amended, or any other statutory law applicable to this Project, then the additional protection shall be enforced in favor of the Owner, whether or not such protection is found in the applicable statutes.

IN WITNESS WHEREOF the undersigned have caused this instrument to be executed and their respective corporate seals to be affixed and attested by their duly authorized representatives this _____ day of _____, _____.

_____(SEAL)
(Principal)

By: _____

Attest:

Secretary

_____(SEAL)
(Surety)

By: _____

Attest:

Secretary

PAYMENT BOND

KNOW ALL MEN BY THESE PRESENTS that [insert name of contractor] (hereinafter called the "Principal") and [insert name of surety] (hereinafter called the "Surety"), are held and firmly bound unto **FULTON COUNTY**, a political subdivision of the State of Georgia (hereinafter called the "Owner"), its successors and assigns as obligee, in the penal sum of [100% of contract amount], lawful money of the United States of America, for the payment of which the Principal and the Surety bind themselves, their administrators, executors, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has entered, or is about to enter, into a certain written contract with the Owner, dated [insert date of contract], which is incorporated herein by reference in its entirety (hereinafter called the "Contract"), for construction-type services of a project known as [insert name of project], as more particularly described in the Contract (hereinafter called the "Project");

NOW, THEREFORE, the condition of this obligation is such that if the Principal shall promptly make payment to all persons working on or supplying labor or materials under the Contract, and any amendments thereto, with regard to labor or materials furnished and used in the Project, and with regard to labor or materials furnished but not so used, then this obligation shall be void; but otherwise it shall remain in full force and effect.

1. A "Claimant " all be defined herein as any subcontractor, person, party, partnership, corporation or the entity furnishing labor, services or materials used, or reasonably required for use, in the performance of the Contract, without regard to whether such labor, services or materials were sold, leased or rented, and without regard to whether such Claimant is or is not in privity of contract with the Principal or any subcontractor performing work on the Project, including, but not limited to, the following labor, services, or materials: water, gas, power, light, heat, oil, gasoline, telephone service or rental of equipment directly applicable to the Contract.
2. In the event a Claimant files a lien against the property of the Owner, and the Principal fails or refuses to satisfy or remove it promptly, the Surety shall satisfy or remove the lien promptly upon written notice from the Owner, either by bond or as otherwise provided in the Contract.
3. The Surety hereby waives notice of any and all modifications, omissions, additions, changes, alterations, extensions of time, changes in the payment terms, and any other amendments in or about the Contract and agrees that the obligations undertaken by this Bond shall not be impaired in any manner by reason of any such modifications, omissions, additions, changes, alterations, extensions of time, changes in payment terms, and amendments.

-
4. The Surety hereby agrees that this Bond shall be deemed amended automatically and immediately, without formal or separate amendments hereto, upon any amendment or modifications to the Contract, so as to bind the Principal and Surety, jointly and severally, to the full payment of any Claimant under the Contract, as amended or modified, provided only that the Surety shall not be liable for more than the penal sum of the Bond, as specified in the first paragraph hereof.
 5. This Bond is made for the use and benefit of all persons, firms, and corporations who or which may furnish any materials or perform any labor for or on account of the construction-type services to be performed or supplied under the Contract, and any amendments thereto, and they and each of them may sue hereon.
 6. No action may be maintained on this Bond after one (1) year from the date the last services, labor, or materials were provided under the Contract by the Claimant prosecuting said action.
 7. This Bond is intended to comply with O.C.G.A. Section 36-91-1 et seq., and shall be interpreted so as to comply with the minimum requirements thereof. However, in the event the express language of this Bond extends protection to the Owner beyond that contemplated by O.C.G.A. Section 36-91-1 et seq. and O.C.G.A. Section 13-10-1, as amended, or any other statutory law applicable to this Project, then the additional protection shall be enforced in favor of the Owner, whether or not such protection is found in the applicable statutes.

IN WITNESS WHEREOF, the Principal and Surety have hereunto affixed their corporate seals and caused this obligations to be signed by their duly authorized representatives this of _____, _____.

_____(SEAL)
(Principal)

By: _____

Attest:

Secretary

_____(SEAL)
(Surety)

By: _____

Attest:

Secretary

_____(SEAL)

SAMPLE CONTRACT

Index of Articles

ARTICLE 1.	<u>CONTRACT DOCUMENTS</u>
ARTICLE 2.	<u>SEVERABILITY</u>
ARTICLE 3.	<u>DESCRIPTION OF PROJECT</u>
ARTICLE 4.	<u>SCOPE OF SERVICES</u>
ARTICLE 5.	<u>DELIVERABLES</u>
ARTICLE 6.	<u>SERVICES PROVIDED BY COUNTY</u>
ARTICLE 7.	<u>MODIFICATIONS/CHANGE ORDERS</u>
ARTICLE 8.	<u>SCHEDULE OF WORK</u>
ARTICLE 9.	<u>CONTRACT TERM</u>
ARTICLE 10.	<u>COMPENSATION AND PAYMENT FOR CONSULTANT SERVICES</u>
ARTICLE 11.	<u>PERSONNEL AND EQUIPMENT</u>
ARTICLE 12.	<u>SUSPENSION OF WORK</u>
ARTICLE 13.	<u>DISPUTES</u>
ARTICLE 14.	<u>TERMINATION OF AGREEMENT FOR CAUSE</u>
ARTICLE 15.	<u>TERMINATION FOR CONVENIENCE OF COUNTY</u>
ARTICLE 16.	<u>WAIVER OF BREACH</u>
ARTICLE 17.	<u>INDEPENDENT CONTRACTOR</u>
ARTICLE 18.	<u>RESPONSIBILITY OF CONSULTANT</u>
ARTICLE 19.	<u>COOPERATION WITH OTHER CONSULTANTS</u>
ARTICLE 20.	<u>ACCURACY OF WORK</u>
ARTICLE 21.	<u>REVIEW OF WORK</u>
ARTICLE 22.	<u>INDEMNIFICATION</u>
ARTICLE 23.	<u>CONFIDENTIALITY</u>
ARTICLE 24.	<u>OWNERSHIP OF INTELLECTUAL PROPERTY AND INFORMATION</u>
ARTICLE 25.	<u>COVENANT AGAINST CONTINGENT FEES</u>
ARTICLE 26.	<u>INSURANCE</u>
ARTICLE 27.	<u>PROHIBITED INTEREST</u>
ARTICLE 28.	<u>SUBCONTRACTING</u>
ARTICLE 29.	<u>ASSIGNABILITY</u>
ARTICLE 30.	<u>ANTI-KICKBACK CLAUSE</u>
ARTICLE 31.	<u>AUDITS AND INSPECTORS</u>
ARTICLE 32.	<u>ACCOUNTING SYSTEM</u>
ARTICLE 33.	<u>VERBAL AGREEMENT</u>
ARTICLE 34.	<u>NOTICES</u>
ARTICLE 35.	<u>JURISDICTION</u>
ARTICLE 36.	<u>EQUAL EMPLOYMENT OPPORTUNITY</u>
ARTICLE 37.	<u>FORCE MAJEURE</u>
ARTICLE 38.	<u>OPEN RECORDS ACT</u>

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- ARTICLE 39. CONSULTANT'S COMPLIANCE WITH ALL ASSURANCES OR
PROMISES MADE IN RESPONSE TO PROCUREMENT
- ARTICLE 40. INVOICING AND PAYMENT
- ARTICLE 41. NON-APPROPRIATION
- ARTICLE 42. WAGE CLAUSE

CONTRACT AGREEMENT

Consultant: **[Insert Consultant Name]**
Contract No.: **[Insert Project Number and Title]**
Address: **[Insert Consultant Address]**
City, State
Telephone: **[Insert Consultant telephone #]**
Facsimile: **[Insert Consultant Facsimile #]**
Contact: **[Insert Consultant Contact Name]**
[Insert Consultant Contact Title]

This Agreement made and entered into effective the _____ day of _____, 20____ by and between **FULTON COUNTY, GEORGIA**, a political subdivision of the State of Georgia, hereinafter referred to as "**County**", and **[Insert Consultant Company Name]** to provide professional consulting services in Georgia, hereinafter referred to as "**Consultant**".

WITNESSETH

WHEREAS, County through its **[Insert User Department Name]** hereinafter referred to as the "**Department**", desires to retain a qualified and experienced Consultant to perform **[Insert project description/services to be provided]**, hereinafter, referred to as the "**Project**".

WHEREAS, Consultant has represented to County that it is experienced and has qualified and local staff available to commit to the Project and County has relied upon such representations.

NOW THEREFORE, for and in consideration of the mutual covenants contained herein, and for other good and valuable consideration, County and Consultant agree as follows:

ARTICLE 1. CONTRACT DOCUMENTS

County hereby engages Consultant, and Consultant hereby agrees, to perform the services hereinafter set forth in accordance with this Agreement, consisting of the following contract documents:

- I. Form of Agreement;
- II. Addenda;
- III. Exhibit A: General Conditions;

-
- IV. Exhibit B: Special Conditions [where applicable];
 - V. Exhibit C: Scope of Work
 - VI. Exhibit D: Project Deliverables;
 - VII. Exhibit E: Compensation;
 - VIII. Exhibit F: Purchasing Forms
 - IX. Exhibit G: Office of Contract Compliance Forms;
 - X. Exhibit H: Insurance and Risk Management Forms

The foregoing documents constitute the entire Agreement of the parties pertaining to the Project hereof and is intended as a complete and exclusive statement of promises, representations, discussions and agreements oral or otherwise that have been made in connection therewith. No modifications or amendment to this Agreement shall be binding upon the parties unless the same is in writing, conforms to Fulton County Policy and Procedure 800-6 governing change orders, is signed by the County's and the Consultant's duly authorized representatives, and entered upon the meeting minutes of the Fulton County Board of Commissioners.

If any portion of the Contract Documents shall be in conflict with any other portion, the various documents comprising the Contract Documents shall govern in the following order of precedence: 1) the Agreement, 2) the RFP, 3) any Addenda, 4) change orders, 5) the exhibits, and 6) portions of Consultant's proposal that was accepted by the County and made a part of the Contract Documents.

The Agreement was approved by the Fulton County Board of Commissioners on **[Insert Board of Commissioners approval date and item number]**.

ARTICLE 2. **SEVERABILITY**

If any provision of this Agreement is held to be unenforceable for any reason, the unenforceability thereof shall not affect the remainder of the Agreement, which shall remain in full force and effect, and enforceable in accordance with its terms.

ARTICLE 3. **DESCRIPTION OF PROJECT:**

County and Consultant agree the Project is to perform **[Insert project description]**. All exhibits referenced in this agreement are incorporated by reference and constitute an integral part of this Agreement as if they were contained herein.

ARTICLE 4. **SCOPE OF SERVICES**

Unless modified in writing by both parties in the manner specified in the agreement, duties of Consultant shall not be construed to exceed those services specifically set forth herein. Consultant agrees to provide all services, products, and data and to perform all tasks described in Exhibit C, Scope of Services.

ARTICLE 5. **DELIVERABLES**

Consultant shall deliver to County all reports prepared under the terms of this Agreement that are specified in Exhibit D, Project Deliverables. Consultant shall provide to County all deliverables specified in Exhibit D, Project Deliverables. Deliverables shall be furnished to County by Consultant in a media of form that is acceptable and usable by County at no additional cost at the end of the project.

ARTICLE 6. **SERVICES PROVIDED BY COUNTY**

Consultant shall gather from County all available non-privileged data and information pertinent to the performance of the services for the Project. Certain services as described in Exhibit C, Scope of Services, if required, will be performed and furnished by County in a timely manner so as not to unduly delay Consultant in the performance of said obligations. County shall have the final decision as to what data and information is pertinent.

County will appoint in writing a County authorized representative with respect to work to be performed under this Agreement until County gives written notice of the appointment of a successor. The County's authorized representative shall have complete authority to transmit instructions, receive information, and define County's policies, consistent with County rules and regulations. Consultant may rely upon written consents and approvals signed by County's authorized representative that are consistent with County rules and regulations.

ARTICLE 7. **MODIFICATIONS**

If during the course of performing the Project, County and Consultant agree that it is necessary to make changes in the Project as described herein and referenced exhibits, such changes will be incorporated by written amendments in the form of Change Orders to this Agreement. Any such Change Order and/or supplemental agreement shall not become effective or binding unless approved by the Board of Commissioners and entered on the minutes. Such modifications shall conform to the requirements of Fulton County Policy 800-6, which is incorporated by reference herein.

ARTICLE 8. **SCHEDULE OF WORK**

Consultant shall not proceed to furnish such services and County shall not become obligated to pay for same until a written authorization to proceed (Notice to Proceed) has been sent to Consultant from County. The Consultant shall begin work under this Agreement no later than five (5) days after the effective date of notice to proceed.

ARTICLE 9. CONTRACT TERM

[Insert contract term and any renewal options]

ARTICLE 10. COMPENSATION

Compensation for work performed by Consultant on Project shall be in accordance with the payment provisions and compensation schedule, attached as Exhibit E, Compensation.

The total contract amount for the Project shall not exceed **[Insert amount approved by BOC]**, which is full payment for a complete scope of services.

ARTICLE 11. PERSONNEL AND EQUIPMENT

Consultant shall designate in writing a person(s) to serve as its authorized representative(s) who shall have sole authority to represent Consultant on all matters pertaining to this contract.

Consultant represents that it has secured or will secure, at its' own expense, all equipment and personnel necessary to complete this Agreement, none of whom shall be employees of or have any contractual relationship with County. All of the services required hereunder will be performed by Consultant under his supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under law to perform such services.

Written notification shall be immediately provided to County upon change or severance of any of the authorized representative(s), listed key personnel or subcontractor performing services on this Project by Consultant. No changes or substitutions shall be permitted in Consultant's key personnel or subcontractor as set forth herein without the prior written approval of the County. Requests for changes in key personnel or subcontractors will not be unreasonably withheld by County.

ARTICLE 12. SUSPENSION OF WORK

Suspension Notice: The County may by written notice to the Consultant, suspend at any time the performance of all or any portion of the services to be performed under this Agreement. Upon receipt of a suspension notice, the Consultant must, unless the notice requires otherwise:

- 1) Immediately discontinue suspended services on the date and to the extent specified in the notice;

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- 2) Place no further orders or subcontracts for material, services or facilities with respect to suspended services, other than to the extent required in the notice; and
 - 3) Take any other reasonable steps to minimize costs associated with the suspension.

Notice to Resume: Upon receipt of notice to resume suspended services, the Consultant will immediately resume performance under this Agreement as required in the notice.

ARTICLE 13. DISPUTES

Except as otherwise provided in this Agreement, any dispute concerning a question of fact arising under this contract which is not disposed of by agreement shall be decided by the Fulton County Board of Tax Assessors designated representative. The representative shall reduce the decision to writing and mail or otherwise furnish a copy thereof to the Consultant. The Consultant shall have 30 days from date the decision is sent to appeal the decision to the County Manager or his designee by mailing or otherwise furnishing to the County Manager or designee, copy of the written appeal. The decision of the County Manager or his designee for the determination of such appeal shall be final and conclusive. This condition shall not be pleaded in any suit involving a question of fact arising under this Agreement, unless the same is fraudulent, or capricious, or arbitrary, or so grossly erroneous as necessarily to imply bad faith, or is not supported by substantial evidence. In connection with any appeal proceeding under this clause, Consultant shall be afforded an opportunity to be heard and to offer evidence in support of an appeal. Pending any final decision of a dispute hereunder, Consultant shall proceed diligently with performance of the Agreement and in accordance with the decision of the Tax Assessors designated representative.

ARTICLE 14. TERMINATION OF AGREEMENT FOR CAUSE

- (1) Either County or Consultant may terminate work under this Agreement in the event the other party fails to perform in accordance with the provisions of the Agreement. Any party seeking to terminate this Agreement is required to give thirty (30) days prior written notice to the other party.
- (2) Notice of termination shall be delivered by certified mail with receipt for delivery returned to the sender.
- (3) **TIME IS OF THE ESSENCE** and if the Consultant refuses or fails to perform the work as specified in Exhibit C, Scope of Services and maintain the scheduled level of effort as proposed, or any separable part thereof, with such diligence as will insure completion of the work within the specified time period, or any extension or tolling there of, or fails to complete said work within such time. The County may exercise any remedy available under law or this Agreement. Failure

to maintain the scheduled level of effort as proposed or deviation from the aforesaid proposal without prior approval of County shall constitute cause for termination

- (4) The County may, by written notice to Consultant, terminate Consultant's right to proceed with the Project or such part of the Project as to which there has been delay. In such event, the County may take over the work and perform the same to completion, by contract or otherwise, and Consultant shall be required to provide all copies of finished or unfinished documents prepared by Consultant under this Agreement to the County as stated in Exhibit D, "Project Deliverables".
- (5) Consultant shall be entitled to receive compensation for any satisfactory work completed on such documents as reasonably determined by the County.
- (6) Whether or not the Consultant's right to proceed with the work has been terminated, the Consultant shall be liable for any damage to the County resulting from the Consultant's refusal or failure to complete the work within the specified time period, and said damages shall include, but not be limited to, any additional costs associated with the County obtaining the services of another Consultant to complete the project.

ARTICLE 15. **TERMINATION FOR CONVENIENCE OF COUNTY**

Notwithstanding any other provisions, the County may terminate this Agreement for its convenience at any time by a written notice to Consultant. If the Agreement is terminated for convenience by the County, as provided in this article, Consultant will be paid compensation for those services actually performed. Partially completed tasks will be compensated for based on a signed statement of completion to be submitted by Consultant which shall itemize each task element and briefly state what work has been completed and what work remains to be done.

ARTICLE 16. **WAIVER OF BREACH**

The waiver by either party of a breach or violation of any provision of this Agreement, shall not operate or be construed to be, a waiver of any subsequent breach or violation of the same or other provision thereof.

ARTICLE 17. **INDEPENDENT CONTRACTOR**

Consultant shall perform the services under this Agreement as an independent contractor and nothing contained herein shall be construed to be inconsistent with such relationship or status. Nothing in this Agreement shall be interpreted or construed to constitute Consultant or any of its agents or employees to be the agent, employee or representative of County.

ARTICLE 18. **PROFESSIONAL RESPONSIBILITY**

Consultant represents that it has, or will secure at its own expenses, all personnel appropriate to perform all work to be completed under this Agreement;

All the services required hereunder will be performed by Consultant or under the direct supervision of Consultant. All personnel engaged in the Project by Consultant shall be fully qualified and shall be authorized or permitted under applicable State and local law to perform such services.

None of the work or services covered by this Agreement shall be transferred, assigned, or subcontracted by Consultant without the prior written consent of the County.

ARTICLE 19. **COOPERATION WITH OTHER CONSULTANTS**

Consultant will undertake the Project in cooperation with and in coordination with other studies, projects or related work performed for, with or by County's employees, appointed committee(s) or other Consultants. Consultant shall fully cooperate with such other related Consultants and County employees or appointed committees. Consultant shall provide within his schedule of work, time and effort to coordinate with other Consultants under contract with County. Consultant shall not commit or permit any act, which will interfere with the performance of work by any other consultant or by County employees. Consultant shall not be liable or responsible for the delays of third parties not under its control nor affiliated with the Consultant in any manner.

ARTICLE 20. **ACCURACY OF WORK**

Consultant shall be responsible for the accuracy of his work and shall promptly correct its errors and omissions without additional compensation. Acceptance of the work by the County will not relieve Consultant of the responsibility of subsequent corrections of any errors and the clarification of any ambiguities. Consultant shall prepare any plans, report, fieldwork, or data required by County to correct its errors or omissions. The above consultation, clarification or correction shall be made without added compensation to Consultant. Consultant shall give immediate attention to these changes so there will be a minimum of delay to others.

ARTICLE 21. REVIEW OF WORK

Authorized representatives of County may at all reasonable times review and inspect Project activities and data collected under this Agreement and amendments thereto. All reports, drawings, studies, specifications, estimates, maps and computations prepared by or for Consultant, shall be available to authorized representatives of County for inspection and review at all reasonable times in the main office of County. Acceptance shall not relieve Consultant of its professional obligation to correct, at its expense, any of its errors in work. County may request at any time and Consultant shall produce progress prints or copies of any work as performed under this Agreement. Refusal by Consultant to submit progress reports and/or plans shall be cause for County, without any liability thereof, to withhold payment to consultant until Consultant complies with County's request in this regard. County's review recommendations shall be incorporated into the plans by Consultant.

ARTICLE 22. INDEMNIFICATION

The Consultant shall indemnify, defend and hold harmless the County, its officers, agents, employees and successors and assigns from and against any and all liability, loss, damages, claims, suits, liens, and judgments including attorneys fees, of whatever nature, including claims for contributions and/or indemnification, for injuries to or death or any person or persons, or damage to property or other rights of any person or persons caused by (1) any failure by the Consultant to perform its obligations under this Agreement; (2) the negligent, intentional or willful misconduct of the Consultant or any of its officers, directors, employees, representatives, agents or Subcontractors in connection with this Agreement; (3) Consultant's fault; or (4) the performance of the Consultant's obligations under this Agreement. The Consultant shall also indemnify the County to the extent provided elsewhere in this Agreement. To the extent there is a determination that Consultant has acted as an agent of the County, the Consultant is specifically excluded from the term "agent" mentioned in the previous sentence, such that Consultant will be required to comply with the requirements of this Article. Consultant's obligation to protect, defend, indemnify, and hold harmless, as set forth hereinabove, shall also included but not limited to any matter arising out of any actual or alleged infringement of any patent, trademark, copyright, or service mark, or any actual or alleged unfair competition disparagement of produce or service, or other business tort of any type whatsoever, or any actual or alleged violation of trade regulations. Consultant shall not indemnify or hold harmless the County for the sole acts or omissions of employees or officers of the County. Consultant further agrees to protect, defend, indemnify and hold harmless County, its officers, agents and employees from and against any and all claims or liability for compensation under the Worker's Compensation Act arising out of injuries sustained by any employees of Consultant. These Consultant indemnities shall not be limited by reason of the listing of any insurance coverage.

These indemnity provisions are for the protection of the County indemnities only and

shall not establish, of themselves, any liability to third parties. The provisions of this article shall survive termination of this Agreement.

ARTICLE 23. **CONFIDENTIALITY**

Consultant agrees that its conclusions and any reports are for the confidential information of County and that it will not disclose its conclusions in whole or in part to any persons whatsoever, other than to submit its written documentation to County, and will only discuss the same with it or its authorized representatives, except as required under this Agreement to provide information to the public. Upon completion of this Agreement term, all documents, reports, maps, data and studies prepared by Consultant pursuant thereto and any equipment paid for by County as a result of this Agreement, shall become the property of County and be delivered to the Chief Appraiser, County Board of Tax Assessors.

Articles, papers, bulletins, reports, or other materials reporting the plans, progress, analyses, or results and findings of the work conducted under this Agreement shall not be presented publicly or published without prior approval in writing of County.

It is further agreed that if any information concerning the Project, its conduct results, or data gathered or processed should be released by Consultant without prior approval from County, the release of the same shall constitute grounds for termination of this Agreement without indemnity to Consultant, but should any such information be released by County or by Consultant with such prior written approval, the same shall be regarded as Public information and no longer subject to the restrictions of this Agreement.

ARTICLE 24. **OWNERSHIP OF INTELLECTUAL PROPERTY AND INFORMATION**

Consultant agrees that Fulton County is the sole owner of all information, data, and materials that are developed or prepared subject to this Agreement. Consultant or any subcontractor is not allowed to use or sell any information subject to this contract for educational, publication, profit, research or any other purpose without the written and authorized consent of the **[Insert User Department Representative for project]**. All electronic files used in connection to this Agreement, which are by definition, any custom software files used in connection to this Agreement, (collectively, the "Software"), shall be turned over to the County for its use after termination hereof and Consultant shall have no interest of any kind in such electronic files. Any required licenses and fees for the Software or other required materials shall be purchased and/or paid for by Consultant and registered in the name of the **[Insert User Department Representative for project]**, if possible. The Software as defined hereunder, specifically excludes all software, documentation, information, and materials in which Consultant has pre-existing proprietary rights and/or has otherwise been licensed to Consultant prior to this Agreement, and any upgrades, updates, modifications or enhancements thereto. Consultant agrees to provide at no cost to County any

upgrades to any software used in connection with this Agreement which may be subsequently developed or upgraded for a period of three (3) years from the date of completion of the work under the Agreement, except in the case of commercial Software licensed to the County or **[Insert User Department Representative for project]**. Any information developed for use in connection with this Agreement may be released as public domain information by the County at its sole discretion.

ARTICLE 25. **COVENANT AGAINST CONTINGENT FEES**

Consultant warrants that no person or selling agency has been employed or retained to solicit or secure this Agreement upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, excepting bona fide employees maintained by Consultant for the purpose of securing business and that Consultant has not received any non-County fee related to this Agreement without the prior written consent of County. For breach or violation of this warranty, County shall have the right to annul this Agreement without liability or at its discretion to deduct from the Contract Price or consideration the full amount of such commission, percentage, brokerage or contingent fee.

ARTICLE 26. **INSURANCE**

Consultant agrees to obtain and maintain during the entire term of this Agreement, all of the insurance required as specified in the Agreement documents, Exhibit G, Insurance and Risk Management Forms, with the County as an additional insured and shall furnish the County a Certificate of Insurance showing the required coverage. The cancellation of any policy of insurance required by this Agreement shall meet the requirements of notice under the laws of the State of Georgia as presently set forth in the Georgia Code.

ARTICLE 27. **PROHIBITED INTEREST**

Section 27.01 **Conflict of interest:**

Consultant agrees that it presently has no interest and shall acquire no interest direct or indirect that would conflict in any manner or degree with the performance of its service hereunder. Consultant further agrees that, in the performance of the Agreement, no person having any such interest shall be employed.

Section 27.02 **Interest of Public Officials:**

No member, officer or employee of County during his tenure shall have any interest, direct or indirect, in this Agreement or the proceeds thereof.

ARTICLE 28. **SUBCONTRACTING**

Consultant shall not subcontract any part of the work covered by this Agreement or

permit subcontracted work to be further subcontracted without prior written approval of County.

ARTICLE 29. **ASSIGNABILITY**

Consultant shall not assign or subcontract this Agreement or any portion thereof without the prior expressed written consent of County. Any attempted assignment or subcontracting by Consultant without the prior expressed written consent of County shall at County's sole option terminate this Agreement without any notice to Consultant of such termination. Consultant binds itself, its successors, assigns, and legal representatives of such other party in respect to all covenants, agreements and obligations contained herein.

ARTICLE 30. **ANTI-KICKBACK CLAUSE**

Salaries of engineers, surveyors, draftsmen, clerical and technicians performing work under this Agreement shall be paid unconditionally and not less often than once a month without deduction or rebate on any account except only such payroll deductions as are mandatory by law. Consultant hereby promises to comply with all applicable "Anti-Kickback" Laws, and shall insert appropriate provisions in all subcontracts covering work under this Agreement.

ARTICLE 31. **AUDITS AND INSPECTORS**

At any time during normal business hours and as often as County may deem necessary, Consultant shall make available to County and/or representatives of the County for examination all of its records with respect to all matters covered by this Agreement.

It shall also permit County and/or representative of the County to audit, examine and make copies, excerpts or transcripts from such records of personnel, conditions of employment and other data relating to all matters covered by this Agreement. Consultant's records of personnel, conditions of employment, and financial statements (hereinafter "Information") constitute trade secrets and are considered confidential and proprietary by Consultant. To the extent County audits or examines such Information related to this Agreement, County shall not disclose or otherwise make available to third parties any such Information without Consultant's prior written consent unless required to do so by a court order. Nothing in this Agreement shall be construed as granting County any right to make copies, excerpts or transcripts of such information outside the area covered by this Agreement without the prior written consent of Consultant. Consultant shall maintain all books, documents, papers, accounting records and other evidence pertaining to costs incurred on the Project and used in support of its proposal and shall make such material available at all reasonable times during the period of the Agreement and for three years from the date of final payment under the Agreement, for inspection by County or any reviewing agencies and copies thereof shall be furnished

upon request and at no additional cost to County. Consultant agrees that the provisions of this Article shall be included in any Agreements it may make with any subcontractor, assignee or transferee.

ARTICLE 32. **ACCOUNTING SYSTEM**

Consultant shall have an accounting system, which is established, and maintaining in accordance with generally accepted accounting principles. Consultant must account for cost in a manner consistent with generally accepted accounting procedures, as approved by Fulton County.

ARTICLE 33. **VERBAL AGREEMENT**

No verbal agreement or conversation with any officer, agent or employee of County either before, during or after the execution of this Agreement, shall affect or modify any of the terms of obligations herein contained, nor shall such verbal agreement or conversation entitle Consultant to any additional payment whatsoever under the terms of this Agreement. All changes to this shall be in writing and the form of a change order in supplemental agreement, approved by the County, and entered on the Minutes of the Board of Commissioners.

ARTICLE 34. **NOTICES**

All notices shall be in writing and delivered in person or transmitted by certified mail, postage prepaid.

Notice to County, shall be addressed as follows:

[Insert User Department Representative Position for project]

[Insert User Department Address]

Atlanta, Georgia 30303

Telephone:

Facsimile:

Attention: **[Insert User Department Representative for project]**

With a copy to:

Fulton County Department of Purchasing

Purchasing Director

130 Peachtree Street, Suite 1168

Atlanta, Georgia 30303

Telephone: (404) 730-5800

Facsimile: (404) 893-6273

Attention: Jerome Noble

Notices to Consultant shall be addressed as follows:

[Insert Consultant Representative for project]

[Insert Consultant Address]

Telephone:

Facsimile:

Attention: **[Insert Consultant Representative for project]**

ARTICLE 35. **JURISDICTION**

This Agreement shall be administered and interpreted under the laws of the State of Georgia. Jurisdiction of litigation arising from this Agreement shall be in that state. If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void insofar as it is in conflict with said laws, but the remainder of this Agreement shall be in full force and effect.

Whenever reference is made in the Agreement to standards or codes in accordance with which work is to be performed, the edition or revision of the standards or codes current on the effective date of this Agreement shall apply, unless otherwise expressly stated.

ARTICLE 36. **EQUAL EMPLOYMENT OPPORTUNITY**

During the performance of this Agreement, Consultant agrees as follows:

Section 36.01 Consultant will not discriminate against any employee or applicant for employment because of race, creed, color, sex or national origin;

Section 36.02 Consultant will, in all solicitations or advertisements for employees placed by, or on behalf of, Consultant state that all qualified applicants, will receive consideration for employment without regard to race, creed, color, sex or national origin;

Section 36.03 Consultant will cause the foregoing provisions to be inserted in all subcontracts for any work covered by the Agreement so that such provision will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

ARTICLE 37. **FORCE MAJEURE**

Neither County nor Consultant shall be deemed in violation of this Agreement if either is prevented from performing its obligations hereunder for any reason beyond its control, including but not limited to acts of God, civil or military authority, act of public enemy, accidents, fires, explosions, earthquakes, floods or catastrophic failures of public transportation, provided however, that nothing herein shall relieve or be construed to relieve Consultant from performing its obligations hereunder in the event of riots,

rebellions or legal strikes.

ARTICLE 38. **OPEN RECORDS ACT**

The Georgia Open Records Act, O.C.G.A. Section 50-18-70 et seq., applies to this Agreement. The Consultant acknowledges that any documents or computerized data provided to the County by the Consultant may be subject to release to the public. The Consultant also acknowledges that documents and computerized data created or held by the Consultant in relation to the Agreement may be subject to release to the public, to include documents turned over to the County. The Consultant shall cooperate with and provide assistance to the County in rapidly responding to Open Records Act requests. The Consultant shall notify the County of any Open Records Act requests no later than 24 hours following receipt of any such requests by the Consultant. The Consultant shall promptly comply with the instructions or requests of the County in relation to responding to Open Records Act requests.

ARTICLE 39. **CONSULTANT'S COMPLIANCE WITH ALL ASSURANCES OR PROMISES MADE IN RESPONSE TO PROCUREMENT**

Where the procurement documents do not place a degree or level of service relating to the scope of work, M/FBE participation, or any other matter relating to the services being procured, should any Consultant submit a response to the County promising to provide a certain level of service for the scope of work, M/FBE participation, or any other matter, including where such promises or assurances are greater than what is required by the procurement documents, and should this response containing these promises or assurances be accepted by the County and made a part of the Contract Documents, then the degree or level of service promised relating to the scope of work, M/FBE participation, or other matter shall be considered to be a material part of the Agreement between the Consultant and the County, such that the Consultant's failure to provide the agreed upon degree or level of service or participation shall be a material breach of the Agreement giving the County just cause to terminate the Agreement for cause, pursuant to ARTICLE 14 of the Agreement.

ARTICLE 40. **INVOICING AND PAYMENT**

Consultant shall submit monthly invoices for work performed during the previous calendar month, in a form acceptable to the County and accompanied by all support documentation requested by the County, for payment and for services that were completed during the preceding phase. The County shall review for approval of said invoices. The County shall have the right not to pay any invoice or part thereof if not properly supported, or if the costs requested or a part thereof, as determined by the County, are reasonably in excess of the actual stage of completion.

Time of Payment: Invoices for payment shall be submitted to County by the first (1st) calendar day of the month to facilitate processing for payment in that same month.

Invoices received after the first (1st) calendar day of the month may not be paid until the last day of the following month. The County shall make payments to Consultant by U.S. mail approximately thirty (30) days after receipt of a proper invoice. Parties hereto expressly agree that the above contract term shall supersede the rates of interest, payment periods, and contract and subcontract terms provided for under the Georgia Prompt Pay Act, O.C.G.A. 13-11-1 et seq., pursuant to 13-11-7(b), and the rates of interest, payment periods, and contract and subcontract terms provided for under the Prompt Pay Act shall have no application to this Agreement; parties further agree that the County shall not be liable for any interest or penalty arising from late payments.

Submittal of Invoices: Consultant shall submit all invoices in original and one (1) copy to:

[Insert User Department Representative Position for project]

[Insert User Department Address]

Atlanta, Georgia 30303

Telephone:

Facsimile:

Attention: **[Insert User Department Representative for project]**

Consultant's cumulative invoices shall not exceed the total not-to-exceed fee established for this Agreement.

Optional: [A narrative of one (1) page only, listing the scope of services billed for shall accompany each invoice.]

County's Right to Withhold Payments: The County may withhold payments for services that involve disputed costs, involve disputed audits, or are otherwise performed in an inadequate fashion. Payments withheld by the County will be released and paid to the Consultant when the services are subsequently performed adequately and on a timely basis, the causes for disputes are reconciled or any other remedies or actions stipulated by the County are satisfied. The County shall promptly pay any undisputed items contained in such invoices.

Payment of Sub-consultants/Suppliers: The Consultant must certify in writing that all sub-consultants of the Consultant and suppliers have been promptly paid for work and materials and previous progress payments received. In the event the prime Consultant is unable to pay sub-consultants or suppliers until it has received a progress payment from Fulton County, the prime Consultant shall pay all sub-consultants or supplier funds due from said progress payments within forty-eight (48) hours of receipt of payment from Fulton County and in no event later than fifteen days as provided for by State Law.

Acceptance of Payments by Consultant; Release. The acceptance by the Consultant of any payment for services under this Agreement will, in each instance, operate as, and be a release to the County from, all claim and liability to the Consultant

for work performed or furnished for or relating to the service for which payment was accepted, unless the Consultant within five (5) days of its receipt of a payment, advises the County in writing of a specific claim it contends is not released by that payment.

ARTICLE 41. **NON-APPROPRIATION**

This Agreement states the total obligation of the County to the Consultant for the calendar year of execution. Notwithstanding anything contained in this Agreement, the obligation of the County to make payments provided under this Agreement shall be subject to annual appropriations of funds thereof by the governing body of the County and such obligation shall not constitute a pledge of the full faith and credit of the County within the meaning of any constitutional debt limitation. The Director of Finance shall deliver written notice to the Consultant in the event the County does not intend to budget funds for the succeeding Contract year.

Notwithstanding anything contained in this Agreement, if sufficient funds have not been appropriated to support continuation of this Agreement for an additional calendar year or an additional term of the Agreement, this Agreement shall terminate absolutely and without further obligation on the part of the County at the close of the calendar year of its execution and at the close of each succeeding calendar year of which it may be renewed, unless a shorter termination period is provided or the County suspends performance pending the appropriation of funds.

ARTICLE 42. **WAGE CLAUSE**

Consultant shall agree that in the performance of this Agreement the Consultant will comply with all lawful agreements, if any, which the Consultant had made with any association, union, or other entity, with respect to wages, salaries, and working conditions, so as not to cause inconvenience, picketing, or work stoppage.

IN WITNESS THEREOF, the Parties hereto have caused this Contract to be executed by their duly authorized representatives as attested and witnessed and their corporate seals to be hereunto affixed as of the day and year date first above written.

OWNER:

FULTON COUNTY, GEORGIA

CONSULTANT:

**[Insert Consultant Company
Name & Title]**

Karen Handel, Commission Chair
Board of Commissioners

ATTEST:

ATTEST:

Mark Massey
Clerk to the Commission (Seal)

Secretary/
Assistant Secretary

(Affix Corporate Seal)

APPROVED AS TO FORM:

Office of the County Attorney

APPROVED AS TO CONTENT:

Rosalind Ray, Chief Appraiser
County Board of Tax Assessors

EXHIBIT 1

Required Proposal Submittal Check List for Request to Proposal (RFP)

The following submittals shall be completed and submitted with each proposal (see table below “Required Bid Submittal Check List.”) Please check to make sure that the required submittals are in the envelope before it is sealed. Failure to submit all required submittals may deem your proposal non-responsive.

Submit one (1) Original proposal and five (5) **complete** copies of the Original Proposal including all required documents.

Item #	Required Bid Submittal Check List	Check (√) (if applicable)	Check (√) (completed)
1	One (1) Proposal marked “ Original ”, _____ () copies		
2	Technical Proposal		
3	Cost Proposal (submitted in a separate sealed envelope)		
4	Acknowledgement of each Addendum		
5	Technical Evaluation Factors Executive Summary Project Approach Qualifications of Key Personnel Relevant Project Experience Financial Information (1) Annual Report and financial statement for last 3 yrs, income statements, balance sheets, change in financial position. (2) Latest quarterly financial report, description of material, change in financial position since last the last annual report. (3) Most recent Dun & Bradstreet and/or Value Line Reports. (4) Documentation and discussion of the financial condition and capability of the Vendor(s). (5) Statement regarding Vendor’s team filing for bankruptcy, insolvency, reorganization, receivership, moratorium, or assignment of benefits of creditors. Availability of Key Personnel Location of Firm		
6	Purchasing Forms Form A - Non-Collusion Affidavit of Prime		

	Bidder/Offeror Form B - Certificate of Acceptance of Request for Bid/Proposal Requirements Form C - Certificate Regarding Debarment Form D - Disclosure Form & Questionnaire		
7	Office of Contract Compliance Requirements Exhibit A - Promise of Non-Discrimination Exhibit B - Employment Record Exhibit C - Schedule of Intended Subcontractor Utilization Exhibit D - Letter of Intent to Perform as Subcontractor Exhibit E - Declaration Regarding Subcontractor Practices Exhibit F - Joint Venture Disclosure Affidavit Exhibit G - Prime Contractor/Subcontractor Utilization Report Equal Business Opportunity Plan (EBO Plan)		
8	Risk Management Insurance Provisions Form		

EXHIBIT 2

MENUS - Four (4) Weeks

FULTON COUNTY JAIL ATLANTA, GA,						
PROPOSED CONTRACT MENU			WEEKLY CYCLE	ONE		
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST
PEACHES 1/2C BUTTERED OATMEAL 1C SCRAMBLED EGGS 3OZ T.HAM SLICE 2OZ BISCUITS (1EA) JELLY PKT 1EA MARGARINE PAT 1EA SUGAR PKT 1EA COFFEE PKT (1C) SER (1EA) WHOLE MILK 1C	PEARS 1/2C CORN FLAKES 1C BLUEBERRY MUFFIN CAKE 1/48 T.HAM SLICE 2OZ BREAD 2SL JELLY PKT 1EA MARGARINE PAT 1EA SUGAR PKT 1EA COFFEE PKT (1C) SER (1EA) WHOLE MILK 1C	APPLESAUCE 1/2C BUTTERED GRITS 1C SCRAMBLED EGGS 3OZ T. HAM 2OZ BISCUITS 1/48 JELLY PKT 1EA MARGARINE PAT 1EA SUGAR PKT 1EA COFFEE PKT (1C) SER (1EA) WHOLE MILK 1C	PINEAPPLE 1/2C TOASTED OATS 1C BRAN MUFFIN CAKE 1/48 T.HAM SLICE 2OZ BREAD 2SL JELLY PKT 1EA MARGARINE PAT 1EA SUGAR PKT 1EA COFFEE PKT (1C) SER 1EA WHOLE MILK 1C	MIXED FRUIT 1/2C BUTTERED GRITS 1C SCRAMBLED EGGS 3OZ T. SAUSAGE PATTIE 2/1OZ BISCUIT (1EA) JELLY PKT 1EA MARGARINE PAT 1EA SUGAR PKT 1EA COFFEE PKT (1C) SER 1EA WHOLE MILK 1C	PEACHES 1/2C FRUIT LOOPS 1C COFFEE CAKE 1/48 T.HAM SLICE 2OZ BISCUITS (1EA) JELLY PKT 1EA MARGARINE PAT 1EA SUGAR PKT 1EA COFFEE PKT (1C) SER 1EA WHOLE MILK 1C	PINEAPPLE 1/2C WAFFLES (96CT) 2EA SYRUP 1PKT T. SAUSAGE LINKS 2/1OZ SUGAR PKT 1EA COFFEE PKT (1C) SER 1EA WHOLE MILK 1C MARGARINE PAT (1EA)
LUNCH SACK	LUNCH SACK	LUNCH SACK	LUNCH SACK	LUNCH SACK	LUNCH SACK	LUNCH SACK
T. BOLOGNA 2OZ REAL CHEESE SL 1OZ WHEAT BREAD 4SL SALAD DRESSING PKT (2EA) POTATO CHIPS 1OZ CREME COOKIE 1EA PUNCH DRINK CARTON 1EA	T. SALAMI 2OZ REAL CHEESE SL 1OZ WHEAT BREAD 4SL SALAD DRESSING PKT (2EA) POTATO CHIPS 1OZ CREME COOKIE 1EA PUNCH DRINK CARTON 1EA	T. HAM 2OZ REAL CHEESE SL 1OZ WHEAT BREAD 4SL SALAD DRESSING PKT (2EA) POTATO CHIPS 1OZ CREME COOKIE 1EA PUNCH DRINK CARTON 1EA	T. ROLL 2OZ REAL CHEESE SL 1OZ WHEAT BREAD 4SL SALAD DRESSING PKT (2EA) POTATO CHIPS 1OZ CREME COOKIE 1EA PUNCH DRINK CARTON 1EA	PEANUT BUTTER 3TBSP JELLY 1OZ WHEAT BREAD 4SL POTATO CHIPS 1OZ CREME COOKIE 1EA PUNCH DRINK CARTON 1EA	T. BOLOGNA 2OZ REAL CHEESE SL 1OZ WHEAT BREAD 4SL SALAD DRESSING PKT (2EA) POTATO CHIPS 1OZ CREME COOKIE 1EA PUNCH DRINK CARTON 1EA	SLICED TURKEY 2OZ REAL CHEESE SL 1OZ WHEAT BREAD 4SL SALAD DRESSING PKT 2EA POTATO CHIPS 1OZ CREME COOKIE 1EA PUNCH DRINK CARTON 1EA
DINNER MEAL	DINNER MEAL	DINNER MEAL	DINNER MEAL	DINNER MEAL	DINNER MEAL	DINNER MEAL
BEEF HOT DOG (10/1) 2EA HOT DOG BUN 2EA BAKED BEANS 1C CATSUP PKT 2EA MUSTARD PKY 2EA POTATO SALAD 1C ICED CHOCOLATE CAKE 1/48 PUNCH DRINK CARTON 1EA	TURKEY A LA KING 3/4C BUTTERED NOODLES 1C TURNIP GREENS 1/2C TOSSED SALAD 1C ASSORT. SALAD DRESSING 1PK DINNER ROLL 2EA MARGARINE PAT 1EA LEMON PUDDING 1/2C PUNCH DRINK CARTON 1EA	CHICKEN DRUMSTICKS 2/3OZ CORNBREAD DRESSING 1/2C STEAMED RICE 1C CHICKEN GRAVY 1/4C FRIED OKRA 1/2C GINGERBREAD CAKE 1/48 PUNCH DRINK CARTON 1EA MARGARINE PAT (1EA)	ROAST BEEF 4OZ BROWN GRAVY 1/4C BAKED POTATO (90CT) 1EA BUTTERED CARROTS 1/2C TOSSED SALAD 1C ASSORT. SALAD DRESSING DINNER ROLL 2EA MARGARINE PAT 1EA APPLE COBBLER 1/2C PUNCH DRINK CARTON 1EA	MEATLOAF 4OZ BROWN GRAVY 1/4C MASHED POTATOES 1/2C GREEN BEANS 1/2C COLE SLAW 1/2C DINNER ROLL 2EA MARGARINE PAT 1EA ICED CHOCOLATE CAKE 1/48 PUNCH DRINK CARTON 1EA	CHICKEN LEG QTR 8OZ SEASONED RICE 1C BUTTERED LIMA BEANS 1/2C TOSSED SALAD 1C ASSORT. SALAD DRESSING DINNER ROLL 2EA MARGARINE PAT 1EA BREAD PUDDING W/RAISIN 1 PUNCH DRINK CARTON 1EA	COUNTRY FRIED STEAK 4OZ BROWN GRAVY 1/4C MASHED POTATOES 1/2C PEAS AND CARROTS 1/2C COLE SLAW 1/2C BISCUIT 1EA MARGARINE PAT 1EA PEACH COBBLER 1/2C PUNCH DRINK CARTON 1EA
NOTE: SALT AND PEPPER PC'S PROVIDED ON ALL TRAYS AT BREAKFAST AND DINNER MEALS.						
NOTE: ALL ENTREES, INCLUDING CASSEROLES ARE COOKED WEIGHT MEASUREMENTS.						
NOTE:***COFFEE PKT IS ONE CUP SERVING OF INSTANT FREEZE DRIED COFFEE.						
ASSORTED PUNCH DRINKS (GRAPE, ORANGE, FRUIT PUNCH) ARE ONE CUP DISPOSABLE CARTONS.						
ASSORTED SALAD DRESSING PKTS (FRENCH, ITALIAN, 1000 ISL)						
ALL DINNER CAKES, BREAKFAST BISCUITS AND MUFFINS CUT 1/48 MUST HAVE A MINIMUM THICKNESS OF ONE (1") INCH BAKED.						

FULTON COUNTY JAIL ATLANTA, GA						
PROPOSED CONTRACT MENU			WEEKLY CYCLE	TWO		
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST
PEACHES 1/2C BUTTERED OATMEAL 1C SCRAMBLED EGGS 3OZ T.HAM SLICE 2OZ TOAST 1SL JELLY PKT 1EA MARGARINE PAT 1EA SUGAR PKT 1EA COFFEE PKT (1C) SER 1EA WHOLE MILK 1C	PEARS 1/2C KRISP RICE 1C FRUIT MUFFIN CAKE 1/48 BREAD 2SL JELLY PKT 1EA MARGARINE PAT 1EA SUGAR PKT 1EA COFFEE PKT (1C) SER 1EA WHOLE MILK 1C	APPLESAUCE 1/2C BUTTERED GRITS 1C SCRAMBLED EGGS 3OZ T. SAUSAGE PATTIE 2/1OZ BISCUITS 1/48 JELLY PKT 1EA MARGARINE PAT 1EA SUGAR PKT 1EA COFFEE PKT (1C) SER 1EA WHOLE MILK 1C	MIXED FRUIT 1/2C CORN FLAKES 1C BRAN MUFFIN CAKE 1/48 BREAD 2SL JELLY PKT 1EA MARGARINE PAT 1EA SUGAR PKT 1EA COFFEE PKT (1C) SER 1EA WHOLE MILK 1C	PEARS 1/2C BUTTERED GRITS 1C SCRAMBLED EGGS 3OZ T. SAUSAGE LINKS 2/1OZ BISCUITS 1/48 JELLY PKT 1EA MARGARINE PAT 1EA SUGAR PKT 1EA COFFEE PKT (1C) SER 1EA WHOLE MILK 1C	PEACHES 1/2C TOASTED OATS 1C BLUEBERRY MUFFIN CAKE 1/48 BREAD 2SL JELLY PKT 1EA MARGARINE PAT 1EA SUGAR PKT 1EA COFFEE PKT (1C) SER 1EA WHOLE MILK 1C	PINEAPPLE 1/2C T. HAM SL 2OZ HOT CAKES (144CT) 2EA SYRUP 1PKT MARGARINE PAT 1EA SUGAR PKT 1EA COFFEE PKT (1C) SER 1EA WHOLE MILK 1C
LUNCH SACK	LUNCH SACK	LUNCH SACK	LUNCH SACK	LUNCH SACK	LUNCH SACK	LUNCH SACK
T.PICKLE/PEPPER LOAF 2OZ REAL CHEESE SL 1OZ WHEAT BREAD 4SL MAYO PKT 2EA POTATO CHIPS 1OZ CREME COOKIE 1EA PUNCH DRINK CARTON 1EA	T. BOLOGNA 2OZ REAL CHEESE SL 1OZ WHEAT BREAD 4SL MAYO PKT 2EA POTATO CHIPS 1OZ CREME COOKIE 1EA PUNCH DRINK CARTON 1EA	T. ROLL 2OZ REAL CHEESE SL 1OZ WHEAT BREAD 4SL MAYO PKT 2EA POTATO CHIPS 1OZ CREME COOKIE 1EA PUNCH DRINK CARTON 1EA	T. HAM 2OZ REAL CHEESE SL 1OZ WHEAT BREAD 4SL MAYO PKT 2EA POTATO CHIPS 1OZ CREME COOKIE 1EA PUNCH DRINK CARTON 1EA	PEANUT BUTTER 3TBSP JELLY 1OZ WHEAT BREAD 4SL POTATO CHIPS 1OZ CREME COOKIE 1EA PUNCH DRINK CARTON 1EA	T.PEPPER BOL 2OZ REAL CHEESE SL 1OZ WHEAT BREAD 4SL MAYO PKT 2EA POTATO CHIPS 1OZ CREME COOKIE 1EA PUNCH DRINK CARTON 1EA	T. SALAMI 2OZ REAL CHEESE SL 1OZ WHEAT BREAD 4SL MAYO PKT 2EA POTATO CHIPS 1OZ CREME COOKIE 1EA PUNCH DRINK CARTON 1EA
DINNER MEAL	DINNER MEAL	DINNER MEAL	DINNER MEAL	DINNER MEAL	DINNER MEAL	DINNER MEAL
BREADED FISH PORTION 4OZ TARTAR SAUCE 1PKT FRENCH FRIES 4OZ CATSUP PKT 1EA GREEN BEANS 1/2C TOSSED SALAD W/CARROTS 1C ASSORT.SALAD DRESSING 1PKT DINNER ROLL 2EA MARGARINE PAT 1EA BANANA PUD W/VAN WAFER 1/2C PUNCH DRINK CARTON 1EA	CHILLI MACARONI 10OZ 2.5OZ MEAT 7.5 OZ MAC NOODLES BUTTERED CORN 1/2C LETTUCE TOMATO SALAD 1C ASSORT.SALAD DRESSING 1PKT DINNER ROLL 2EA MARGARINE PAT 1EA RICE PUDDINGW/ RAISINS 1/2C PUNCH DRINK CARTON 1EA	CHICKEN BREAST QTR 8OZ CHICKEN GRAVY 1/4C STEAMED RICE 1C COLE SLAW 1/2C DINNER ROLL 2EA MARGARINE PAT 1EA ICED WHITE CAKE 1/48 PUNCH DRINK CARTON 1EA	VEAL/BEEF PATTIE 4OZ PEPPER GRAVY 1/4C TATER TOTS 3/4C BUTTERED CARROTS 1/2C LETTUCE TOMATO SALAD 1C ASSORT.SALAD DRESSING 1PKT DINNER ROLL 2EA MARGARINE PAT 1EA APPLE COBBLER 1/2C PUNCH DRINK CARTON 1EA	SPAGHETTI 8OZ MEAT SAUCE 1/2C TOSSED SALAD 1C ASSORT.SALAD DRESSING 1PKT TEXAS GARLIC TOAST 1SL MARGARINE PAT 1EA ICED CHOCOLATE CAKE 1/48 PUNCH DRINK CARTON 1EA	CHICKEN DRUMSTICKS 2/3OZ STEAMED RICE 1C BUTTERED LIMA BEANS 1/2C TOSSED SALAD 1C ASSORT.SALAD DRESSING 1PKT DINNER ROLL 2EA MARGARINE PAT 1EA BREAD PUDDING W/RAISIN 1/2C PUNCH DRINK CARTON 1EA	ROAST TURKEY ROLL 4OZ CORNBREAD DRESSING 1/2C MASHED POTATOES 1/2C TURKEY GRAVY 1/4C MIXED VEGETABLES 1/2C DINNER ROLL 2EA MARGARINE PAT 1EA PEACH COBBLER 1/2C PUNCH DRINK CARTON 1EA
NOTE: SALT AND PEPPER PC'S PROVIDED ON ALL TRAYS AT BREAKFAST AND DINNER MEALS.						
NOTE: ALL ENTREES, CASSEROLES ARE COOKED WEIGHT MEASUREMENTS.						
NOTE:*** COFFEE PKT MAKES ONE CUP SERVING OF INSTANT FREEZE DRIED COFFEE.						
ASSORTED PUNCH DRINKS (GRAPE,ORANGE, FRUIT PUNCH) ARE ONE CUP DISPOSABLE CARTONS.						
ASSORTED SALAD DRESSING PKTS (FRENCH, ITALIAN, 1000 ISLAND)						
ALL DINNER CAKES,BREAKFAST BISCUITS AND MUFFINS CUT 1/48 MUST HAVE A MINIMUM THICKNESS OF ONE (1") INCH BAKED.						

FULTON COUNTY JAIL ATLANTA, GA						
PROPOSED CONTRACT MENU			WEEKLY CYCLE	THREE		
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST
PEACHES 1/2C BUTTERED OATMEAL 1C SCRAMBLED EGGS 3OZ T. SAUSAGE LINKS 2/1OZ TOAST 1SL JELLY PKT 1EA MARGARINE PAT 1EA SUGAR PKT 1EA COFFEE PKT (1C) SER 1EA WHOLE MILK 1C	PEARS 1/2C FRUIT LOOPS 1C CRUMB CAKE 1/48 T. HAM 2OZ BISCUITS 1/48 JELLY PKT 1EA MARGARINE PAT 1EA SUGAR PKT 1EA COFFEE PKT (1C) SER 1EA WHOLE MILK 1C	APPLESAUCE 1/2C BUTTERED GRITS 1C SCRAMBLED EGGS 3OZ T. SAUSAGE PATTIE 2/1OZ TOAST 1SL JELLY PKT 1EA MARGARINE PAT 1EA SUGAR PKT 1EA COFFEE PKT (1C) SER 1EA WHOLE MILK 1C	MIXED FRUIT 1/2C FROSTED FLAKES 1C BLUEBERRY MUFFIN CAKE 1/48 T. HAM 2OZ BREAD 2SL JELLY PKT 1EA MARGARINE PAT 1EA SUGAR PKT 1EA COFFEE PKT (1C) SER 1EA WHOLE MILK 1C	PEARS 1/2C BUTTERED GRITS 1C SCRAMBLED EGGS 3OZ T. SAUSAGE LINKS 2/1OZ BISCUITS 1/48 JELLY PKT 1EA MARGARINE PAT 1EA SUGAR PKT 1EA COFFEE PKT (1C) SER 1EA WHOLE MILK 1C	PEACHES 1/2C BRAN FLAKES 1C FRUIT MUFFIN CAKE 1/48 T. HAM 2OZ BISCUITS 1/48 JELLY PKT 1EA MARGARINE PAT 1EA SUGAR PKT 1EA COFFEE PKT (1C) SER 1EA WHOLE MILK 1C	PINEAPPLE 1/2C CREAMED BEEF 3/4C WAFFLES (96CT) 2EA SYRUP 1PKT MARGARINE PAT 1EA SUGAR PKT 1EA COFFEE PKT (1C) SER 1EA WHOLE MILK 1C
LUNCH SACK	LUNCH SACK	LUNCH SACK	LUNCH SACK	LUNCH SACK	LUNCH SACK	LUNCH SACK
T. BOLOGNA 2OZ REAL CHEESE SL 1OZ WHEAT BREAD 4SL SALAD DRESSING PKT (2EA) POTATO CHIPS 1OZ CREME COOKIE 1EA PUNCH DRINK CARTON 1EA	T. SALAMI 2OZ REAL CHEESE SL 1OZ WHEAT BREAD 4SL SALAD DRESSING PKT (2EA) POTATO CHIPS 1OZ CREME COOKIE 1EA PUNCH DRINK CARTON 1EA	PEANUT BUTTER 3TBSP JELLY 1OZ WHEAT BREAD 4SL POTATO CHIPS 1OZ CREME COOKIE 1EA PUNCH DRINK CARTON 1EA	T. ROLL 2OZ REAL CHEESE SL 1OZ WHEAT BREAD 4SL SALAD DRESSING PKT (2EA) POTATO CHIPS 1OZ CREME COOKIE 1EA PUNCH DRINK CARTON 1EA	T. HAM REAL CHEESE SL 1OZ WHEAT BREAD 4SL SALAD DRESSING PKT (2EA) POTATO CHIPS 1OZ CREME COOKIE 1EA PUNCH DRINK CARTON 1EA	T. BOLOGNA 2OZ REAL CHEESE SL 1OZ WHEAT BREAD 4SL SALAD DRESSING PKT (2EA) POTATO CHIPS 1OZ CREME COOKIE 1EA PUNCH DRINK CARTON 1EA	SLICED TURKEY 2OZ REAL CHEESE SL 1OZ WHEAT BREAD 4SL SALAD DRESSING PKT (2EA) POTATO CHIPS 1OZ CREME COOKIE 1EA PUNCH DRINK CARTON 1EA
DINNER MEAL	DINNER MEAL	DINNER MEAL	DINNER MEAL	DINNER MEAL	DINNER MEAL	DINNER MEAL
BEEF HOT DOG (10/1) 2EA HOT DOG BUN 2EA BAKED BEANS 1C CATSUP PKT 2EA MUSTARD PKT 2EA POTATO SALAD 1/2C ICED CHOCOLATE CAKE 1/48 PUNCH DRINK CARTON 1EA	ROAST BEEF 4OZ BROWN GRAVY 1/4C BAKED POTATO (90CT) 1EA GREEN BEANS 1/2C TOSSED SALAD 1C ASSORT. SALAD DRESSING 1PKT DINNER ROLL 2EA MARGARINE PAT 1EA APPLE COBBLER 1/2C PUNCH DRINK CARTON 1EA	TACO MEAT FILLING 4OZ 2.5OZ MEAT CORN TORTILLAS 6" 2EA SHREDDED CHEESE 1OZ SHREDDED LETTUCE 1/4C SALSA 1/4C MEXICAN BEANS 1C COLE SLAW 1/2C LEMON PUDDING 1/2C PUNCH DRINK CARTON 1EA	TURKEY A LA KING 3/4C BUTTERED NOODLES 1C TURNIP GREENS 1/2C TOSSED SALAD 1C ASSORT. SALAD DRESSING 1PKT DINNER ROLL 2EA MARGARINE PAT 1EA ICE VANILLA CAKE 1/48 PUNCH DRINK CARTON 1EA	SALISBURY STEAK 4OZ BROWN GRAVY 1/4C MASHED POTATOES 1C CARROTS 1/2C LETTUCE/TOMATO SALAD 1C ASSORT. SALAD DRESSING 1PKT CORN BREAD 1/48 MARGARINE PAT 1EA ICED CHOCOLATE CAKE 1/48 PUNCH DRINK CARTON 1EA	CHICKEN LEG QTR 8OZ STEAMED RICE 1C BUTTERED LIMA BEANS 1/2C TOSSED SALAD 1C ASSORT. SALAD DRESSING 1PKT DINNER ROLL 2EA MARGARINE PAT 1EA BREAD PUDDING W/RAISIN 1/48 PUNCH DRINK CARTON 1EA	COUNTRY FRIED STEAK 4OZ BROWN GRAVY 1/4C MASHED POTATOES 1/2C BUTTERED PEAS 1/2C COLE SLAW 1/2C BISCUITS 1/48 MARGARINE PAT 1EA PEACH COBBLER 1/2C PUNCH DRINK CARTON 1EA
NOTE: SALT AND PEPPER PC'S PROVIDED ON ALL TRAYS AT BREAKFAST AND DINNER MEALS						
NOTE: ALL ENTREES, INCLUDING CASSEROLES ARE COOKED WEIGHT MEASUREMENTS.						
NOTE: *** COFFEE PKT MAKES ONE CUP SERVING OF INSTANT FREEZE DRIED COFFEE.						
ASSORTED PUNCH DRINKS (GRAPE, ORANGE, FRUIT PUNCH) ARE ONE CUP DISPOSABLE CARTONS.						
ASSORTED SALAD DRESSING PKTS (FRENCH, ITALIAN, 1000 ISLAND)						
ALL DINNER CAKES, BREAKFAST BISCUITS AND MUFFINS CUT 1/48 MUST HAVE A MINIMUM THICKNESS OF ONE (1") INCH BAKED.						

FULTON COUNTY JAIL ATLANTA, GA							
PROPOSED CONTRACT MENU				WEEKLY CYCLE	FOUR		
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	
BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	
PEACHES 1/2C BUTTERED OATMEAL 1C SCRAMBLED EGGS 3OZ T. HAM 2OZ BISCUITS 1/48 JELLY PKT 1EA MARGARINE PAT 1EA SUGAR PKT 1EA COFFEE PKT (1C) SER 1EA WHOLE MILK 1C	PEARS 1/2C CORN FLAKES 1C BRAN MUFFIN CAKE 1/48 T. HAM 2OZ BREAD 2SL JELLY PKT 1EA MARGARINE PAT 1EA SUGAR PKT 1EA COFFEE PKT (1C) SER 1EA WHOLE MILK 1C	APPLESAUCE 1/2C BUTTERED GRITS 1C SCRAMBLED EGGS 3OZ T. SAUSAGE LINKS 2/1OZ BISCUITS 1/48 JELLY PKT 1EA MARGARINE PAT 1EA SUGAR PKT 1EA COFFEE PKT (1C) SER 1EA WHOLE MILK 1C	MIXED FRUIT 1/2C KRISP RICE 1C BLUEBERRY MUFFIN CAKE 1/48 T. HAM 2OZ BREAD 2SL JELLY PKT 1EA MARGARINE PAT 1EA SUGAR PKT 1EA COFFEE PKT (1C) SER 1EA WHOLE MILK 1C	PEARS 1/2C BUTTERED GRITS 1C CREAMED BEEF 3/4C BISCUITS 1/48 JELLY PKT 1EA MARGARINE PAT 1EA SUGAR PKT 1EA COFFEE PKT (1C) SER 1EA WHOLE MILK 1C	PEARS 1/2C TOASTED OATS 1C COFFEE CAKE 1/48 T. HAM 2OZ BREAD 2SL JELLY PKT 1EA MARGARINE PAT 1EA SUGAR PKT 1EA COFFEE PKT (1C) SER 1EA WHOLE MILK 1C	PINEAPPLE 1/2C T. SAUSAGE Patties 2/1OZ HOT CAKES (144CT) 2EA SYRUP 1PKT MARGARINE PAT 1EA SUGAR PKT 1EA COFFEE PKT (1C) SER 1EA WHOLE MILK 1C	
LUNCH SACK	LUNCH SACK	LUNCH SACK	LUNCH SACK	LUNCH SACK	LUNCH SACK	LUNCH SACK	
T. SALAMI 2OZ REAL CHEESE SL 1OZ WHEAT BREAD 4SL SALAD DRESSING PKT (2EA) POTATO CHIPS 1OZ CREME COOKIE 1EA PUNCH DRINK CARTON 1EA	T. HAM 2OZ REAL CHEESE SL 1OZ WHEAT BREAD 4SL SALAD DRESSING PKT (2EA) POTATO CHIPS 1OZ CREME COOKIE 1EA PUNCH DRINK CARTON 1EA	T. BOLOGNA 2OZ REAL CHEESE SL 1OZ WHEAT BREAD 4SL SALAD DRESSING PKT (2EA) POTATO CHIPS 1OZ CREME COOKIE 1EA PUNCH DRINK CARTON 1EA	PEANUT BUTTER 3TBSP JELLY 1OZ WHEAT BREAD 4SL POTATO CHIPS 1OZ CREME COOKIE 1EA PUNCH DRINK CARTON 1EA	T. BOLOGNA 2OZ REAL CHEESE SL 1OZ WHEAT BREAD 4SL SALAD DRESSING PKT (2EA) POTATO CHIPS 1OZ CREME COOKIE 1EA PUNCH DRINK CARTON 1EA	T. ROLL 2OZ REAL CHEESE SL 1OZ WHEAT BREAD 4SL SALAD DRESSING PKT (2EA) POTATO CHIPS 1OZ CREME COOKIE 1EA PUNCH DRINK CARTON 1EA	T. BOLOGNA 2OZ REAL CHEESE SL 1OZ WHEAT BREAD 4SL SALAD DRESSING PKT (2EA) POTATO CHIPS 1OZ CREME COOKIE 1EA PUNCH DRINK CARTON 1EA	
DINNER MEAL	DINNER MEAL	DINNER MEAL	DINNER MEAL	DINNER MEAL	DINNER MEAL	DINNER MEAL	
BREADED FISH PORTION 4OZ TARTAR SAUCE 1PKT FRENCH FRIES 4OZ CATSUP PKT 1EA GREEN BEANS 1C LETTUCE TOMATO SALAD 1C ASSORT.SALAD DRESSING 1PKT CORNBREAD 1/48 MARGARINE PAT 1EA BANANA PUD/W/VAN WAFER 1C PUNCH DRINK CARTON 1EA	CHILLI MACARONI 10OZ 2.5OZ MEAT 7.5OZ NOODLES BLACK EYED PEAS 1/2C TOSSED SALAD 1C ASSORT. SALAD DRESSING 1PKT DINNER ROLL 2EA MARGARINE PAT 1EA RICE PUDDING W/RAISINS 1/2C PUNCH DRINK CARTON 1EA	CHICKEN DRUMSTICKS 2/3 OZ CHICKEN GRAVY 1/4C STEAMED RICE 1C MIXED VEGETABLES COLE SLAW 1/2C DINNER ROLL 2EA MARGARINE PAT 1EA ICED YELLOW CAKE 1/48 PUNCH DRINK CARTON 1EA	BREADED VEAL/BEEF Pattie4OZ PEPPER GRAVY 1/4C TATER TOTS 3/4C BUTTERED CARROTS 1/2C TOSSED SALAD 1C ASSORT. SALAD DRESSING 1PKT BISCUITS 1/48 MARGARINE PAT 1EA APPLE COBBLER 1/2C PUNCH DRINK CARTON 1EA	SPAGHETTI WITH 8OZ MEAT SAUCE 1/2C TOSSED SALAD 1C ASSORT.SALAD DRESSING 1PKT TEXAS GARLIC TOAST 1SL ICED CHOCOLATE CAKE 1/48 PUNCH DRINK CARTON 1EA	CHICKEN LEG QTR 8OZ STEAMED RICE 1C BUTTERED LIMA BEANS 1/2C TOSSED SALAD 1C ASSORT.SALAD DRESSING 1PKT DINNER ROLL 2EA MARGARINE PAT 1EA BREAD PUDDING W/RAISIN 1/2C PUNCH DRINK CARTON 1EA	ROAST TURKEY ROLL 4OZ CORNBREAD DRESSING 1/2C MASHED POTATOES 1C TURKEY GRAVY 1/4C BUTTERED PEAS & CARROTS 1/2C BISCUITS 1/48 MARGARINE PAT 1EA PEACH COBBLER 1/2C PUNCH DRINK CARTON 1EA	
<p>NOTE: SALT AND PEPPER PC'S PROVIDED ON ALL TRAYS AT BREAKFAST AND DINNER MEALS.</p> <p>NOTE: ALL ENTREES, INCLUDING CASSEROLES ARE COOKED WEIGHT MEASUREMENTS.</p> <p>NOTE:*** COFFEE PKT MAKES ONE CUP SERVING OF INSTANT FREEZE DRIED COFFEE.</p> <p>ASSORTED PUNCH DRINKS (GRAPE, ORANGE,FRUIT PUNCH) ARE ONE CUP DISPOSABLE CARTONS.</p> <p>ASSORTED SALAD DRESSING PKTS(FRENCH, ITALIAN, 1000 ISLAND)</p> <p>ALL DINNER CAKES, BREAKFAST BISCUITS AND MUFFINS CUT 1/48 MUST HAVE A MINIMUM THICKNESS OF ONE (1") BAKED.</p>							